

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**DETERMINATION AND FINDINGS  
FOR  
CONTRACTOR'S RESPONSIBILITY**

**AGENCY:** Human Support Services Cluster (HSSC)

**CONTRACT NO:** CFOPD-22-C-005

**CONTRACTOR:** Sivic Solutions Group, LLC

**CAPTION:** Random Moment Time Study and Indirect Cost Rate

**1. AUTHORIZATION:**

27 DCMR § 2200.4; PPRA § 301 (D.C. Official Code §2-353.01)

**2. MINIMUM REQUIREMENTS:**

The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of Human Support Services Cluster (HSSC) (the "District") is seeking a contractor to (1) generation of Cost Allocation Plans, (2) develop a final Indirect Cost Rates for prior fiscal year expenditures,(3) the development, implementation, operation and training of an online web and e-mail based Random Moment Time Study, (4) develop a cost allocation methodology for the District of Columbia's Access System (DCAS) for use in DHCF's Advanced Planning Documents (APD) developed under this contract period, (5) develop a cost allocation methodology for the District of Columbia's Access System (DCAS) for use in DHS's Operational Advanced Planning Document (OAPD) and (6) Federal Revenue Maximization.

**3. ESTIMATED REASONABLE COST:**

The estimated contract total price is not to exceed \$588,415.00.

**4. FACTS WHICH JUSTIFY CONTRACTOR'S RESPONSIBILITY:**

The contractor has:

- (a) the financial resources adequate to perform the contract;
- (b) the ability to perform the proposed schedules, taking into consideration all existing commercial and governmental business commitments;

- (c) a satisfactory performance record, as depicted in their past performance references;
- (d) a satisfactory record of integrity and business ethics, as depicted in their past performance references;
- (e) a satisfactory record of compliance with the law, including licensing and tax laws, labor laws, civil rights laws and First Source Employment Act;
- (f) the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- (g) the necessary production, construction, and technical equipment and facilities or the ability to obtain them;
- (h) not exhibited a pattern of overcharging the District;
- (i) the contractor does not have an outstanding debt with the District or Federal government in delinquent status of more than the greater of \$1,000 or 1% of the contract value, up to \$25,000; and
- (j) the contractor is otherwise qualified and is eligible to receive an award under applicable laws and rules.

**5. CERTIFICATION BY THE CONTRACT SPECIALIST:**

I hereby certify that the above findings are correct and complete to the best of my knowledge.

12-16-2021  
Date

*Crystal Farmer-Linder*  
Crystal Farmer-Linder  
Contract Specialist

**DETERMINATION**

Based on the above findings, it is hereby determined that the Contractor is responsible in accordance with the applicable regulations set forth above and award of the proposed contract with Sivic Solutions Group, LLC is in the best interest of the Government of the District of Columbia.

12/22/2021  
Date

*Drakus Wiggins*  
Drakus Wiggins, OPPO, CPPB  
Contracting Officer