

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	November 27, 2023
Response Due Date	December 7, 2023
Contract Number	CFOPD-16-C-002
Contract Description	Universal Tax Collection Services (Primary) Description: The District of Columbia Government (District), Office of Tax and Revenue (OTR), requires the Contractor to provide Universal Tax Collection Services (Primary).
Vendor Name	RSI Enterprises, Inc.
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Peter Lloyd, Contract Specialist peter.lloyd@dc.gov 202-442-6431

**Government of the District of Columbia
Office of the Chief Financial Officer
Determination and Findings
for a
SOLE SOURCE EXTENSION OF CONTRACT**

CONTRACT NUMBER: CFOPD-16-C-002
CONTRACTOR: RSI Enterprises, Inc.
CAPTION: Universal Tax Collection Services (Primary)
PROGRAM AGENCY: Office of Tax and Revenue
CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700 and 1701 and 2005.2(b)

2. MINIMUM NEED

The District of Columbia Office of the Chief Financial Officer (OCFO), Office of Tax and Revenue has a need for a qualified Contractor to provide Universal Tax Collection Services (Primary).

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable contract amount for this extension period from December 8, 2023 through June 7, 2024 is not-to-exceed \$475,000.00, based on the Contractor's rate and District estimated usage. The contractor's pricing was determined fair and reasonable based on market research and historical data gathered and analyzed by the Office of Tax and Revenue.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

RSI Enterprises, Inc. is the incumbent Contractor and has satisfactorily provided the required services for eight (8) years under Contract No. CFOPD-16-C-002. The contract was competitively awarded on December 8, 2015 to RSI Enterprises, Inc. who responded to the solicitation and was deemed qualified to provide all the requirements and the best

value to the District of Columbia. The contract term included a three (3) year base period with two (2) two (2) year option periods. During the contract term RSI Enterprises, Inc. has provided professional Universal Tax Collection (Primary) services to assist and augment the Office of Tax and Revenue in its ability to locate taxpayers and acquire delinquent monies from individual and business tax debts due to the District.

The Office of Tax and Revenue, Collection and Enforcement Administration (CEA) has conducted market research to find the latest and most advantageous methods for 'outside' collection services in the industry. CEA required additional time to satisfactorily acquire adequate information and resource material to successfully recompile the best requirements for the District under the District's procurement process.

The District has a critical need for uninterrupted universal tax collection (primary) services as the OCFO has an ongoing responsibility to collect taxes on behalf of the District.

A sole source extension is the most advantageous method of fulfilling the District's requirements and responsibilities while completing the competitive procurement process and to allow additional time for a transition period from the existing contract requirements to the new, improved contract requirements. A market survey was not conducted because RSI Enterprises, Inc. has agreed to continue services based on existing contract pricing.

The Office of Contracts will award the new contract on or before June 7, 2024. Therefore, it is necessary to extend the current contract up to June 7, 2024 to allow continuity of critical Universal Tax Collection (Primary) services for the District and to complete the procurement and transition process for the improved requirements.

5. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

Keith Richardson
Deputy Chief Financial Officer and
Director, Office of Tax and Revenue

Date

6. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the sole source extension of this contract under the cited authority. I recommend that the Director approve this sole source extension of this contract.

Drakus Wiggins, CPPO
Contracting Officer
Office of Contracts

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that it is in the best interest of the District and the District is justified in using the sole source method of procurement to extend the contract term beyond the total term specified in the contract, pursuant to 27 DCMR § 2005.6(b).

Dorothy B. Whisler Fortune, Esq., CPPO
Director and Chief Procurement Officer
Office of Contracts

Date