

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	July 20, 2017
<b>Response Due Date</b>	July 30, 2017
<b>Contract Number</b>	PO-GF-2010-C-1090-DJ
<b>Contract Description</b>	University of the District of Columbia Collection Services (Primary)  Description: The Government of the District of Columbia (District) Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has an immediate need for a Contractor to provide Primary Collection Services with respect to student loan and tuition accounts.
<b>Vendor Name</b>	Continental Service Group d/b/a ConServe
<b>Procuring Agency</b>	Office of the Chief Financial Officer, Office of Contracts
<b>Point of Contact</b>	Peter Lloyd, Contract Specialist <a href="mailto:peter.lloyd@dc.gov">peter.lloyd@dc.gov</a> 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:** PO-GF-2010-C-1090-DJ  
**CONTRACTOR:** Continental Service Group d/b/a ConServe  
**CAPTION:** Primary Collection Services  
**PROGRAM AGENCY:** Office of Finance and Treasury, Central Collection Unit  
**CONTRACTING AGENCY:** Office of Contracts

**1. AUTHORIZATION**

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700, 1701 and 2005.6(b)

**2. MINIMUM NEED**

The Government of the District of Columbia (District) Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has an immediate need for a Contractor to provide Primary Collection Services with respect to student loan and tuition accounts.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price associated with and budgeted for the contract extension is \$15,000.00 from October 1, 2017 through September 30, 2018. The estimated price is based on projected estimates in addition to previous and/or historic costs for the period of performance and the Contractor's pricing schedule.

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

Continental Service Group d/b/a ConServe was awarded Contract No. PO-GF-2010-C-1090-DJ to provide quality primary collection services for student loan and tuition accounts. The contract term ends September 30, 2017. In preparation for a replacement contract, the Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has developed requirements based on latest trends in the collection services industry. The improved requirements are being procured through a competitive process with an anticipated contract effective date no later than October 1, 2018. The OFT, CCU has a critical need for uninterrupted services due to requirements in the District of Columbia Official Code to collect delinquent accounts due to the University of the District of Columbia. Due to ConServe's capacity for these services, a market survey was not conducted. Therefore, it is necessary to extend the contract through September 30, 2018, to allow for continuity of service and to allow time for the completion of the competitive procurement process for a new contract with modern requirements.

5. **CERTIFICATION BY AGENCY HEAD**

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

\_\_\_\_\_  
Jeffrey Barnette Date  
Treasurer and Deputy Chief Financial Officer  
Office of Finance and Treasury

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 the sole source extension of this contract.

\_\_\_\_\_  
Drakus Wiggins, CPPB, CPPO Date  
Contracting Officer  
Office of Contracts

**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. Fortune, Esq., CPPO  
Director  
Office of Contracts





\_\_\_\_\_  
Date






DRAFT

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## FY17 Sole Source Procurements

<input type="checkbox"/>	 CFOPD-10-C-040 - Unclaimed Property Management System - Wagers & Associates - Notice of Sole Source Extension and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source D&F – Unclaimed Property Management System - Document #: CFOPD-10-C-40 - Due Date: July 30, 2017 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	3623k	v. 2	Jul 20, 2017, 4:21 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-11-C-013 - Preparation and Compilation of Financial Statements for 401(a), 457(b) and 529 Plans - Bert Smith & Co - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Extension D&F – Preparation and Compilation of Financial Statements for 401(a) and 457(b) Retirement Plans 529 College Savings Plan - Document #: CFOPD-11-C-013 - Due Date: October 13, 2016 @ 3:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431)	3508k	v. 1	Oct 3, 2016, 3:21 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-11-C-015 - Audit of 529 Plan and Prep of OPEB Financial Statements - Regis & Associates - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Extension D&F – Preparation and Compilation of Financial Statements for OPEB (Other Post Employment Benefits) Trust and Audit of the Financial Statements for the 529 College Savings Plan - Document #: CFOPD-11-C-015 - Due Date: October 22, 2016 @ 2:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431)	3638k	v. 1	Oct 12, 2016, 3:10 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-11-C-043 - Unclaimed Property Custody and Accounting servicesm - Xerox State and Local Solutions, Inc. - Modification 5 Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – Unclaimed Property Custody and Accounting services - Document #: CFOPD-11-C-043 - Xerox State and Local Solutions, Inc. - Due Date: November 7, 2016 @ 5:00 pm EST - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431	3521k	v. 1	Oct 27, 2016, 4:57 PM	Anthony Stover (OCFO)

<input type="checkbox"/>	 CFOPD-11-C-043 - Unclaimed Property Custody and Accounting services - Xerox State and Local Solutions, Inc. - Modification 6 Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – Unclaimed Property Custody and Accounting services - Document #: CFOPD-11-C-043 - Xerox State and Local Solutions, Inc. - Due Date: September 2, 2017 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431	3594k	v. 1	Aug 23, 2017, 4:21 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-12-C-012 - Audit Services for Parent Subsidiary Brother Sister Corporation Services - Notice of Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension – Determination and Findings for Audit of Parent - Subsidiary and Brother - Sister Corporations Document #: CFOPD-12-C-012 Due Date: August 3, 2017 POC: Crystal Farmer-Linder email: crystal.farmer-linder2@dc.gov Telephone: 202-442-6424	256k	v. 1	Jul 25, 2017, 3:17 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-12-C-015 - Lottery Draw Services - Scientific Games International Inc - Notice of Sole Source Extension and DF - Modification 9.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension – Determination and Findings for Lottery Draw Services Document #: CFOPD-12-C-015 - Scientific Games International, Inc. - Due Date: September 3, 2017 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3740k	v. 1	Aug 24, 2017, 2:07 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-12-C-034 - Collection Services for United Medical Center - Nationwide Recovery Service, Inc. - Notice of Sole Source Extension and DF (2).pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – United Medical Center Collection Services (primary) - Document #: CFOPD-12-C-034 - Due Date: August 26, 2017 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431	3571k	v. 1	Aug 16, 2017, 3:07 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-12-C-034 - Collection Services for United Medical Center - Nationwide Recovery Service, Inc. - Notice of Sole Source Extension and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – United Medical Center Collection Services (primary) - Document #: CFOPD-12-C-034 - Due Date: July 1, 2017 @ 5:00 pm EDT - POC: Peter Lloyd (email:	3614k	v. 1	Jun 21, 2017, 3:06 PM	Chrishelle Minor (OCFO)

peter.lloyd@dc.gov or  
telephone: 202-442-6431

<input type="checkbox"/>	 CFOPD-17-C-039 - 529 Post Conversion Services - Boston Financial Data Services - Notice for Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source DF - 529 Post Conversion Services - Boston Financial Data Services Document #: CFOPD-17-C-039 Due Date: August 24, 2017 POC: Yemarshet Kebede email: yemarshet.kebede@dc.gov Telephone: 202-727-6321	321k	v. 1	Aug 14, 2017, 11:12 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 DCKV-2007-C-0001 - Lockbox and Collection Services - Notice of Sole Source DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension – Determination and Findings for Lock Box and Collection Services Document No.: DCKV-07-C-0001 Due Date: May 26, 2017 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	3755k	v. 1	May 16, 2017, 4:37 PM	Drakus Wiggins
<input type="checkbox"/>	 PO-GF-2010-C-1089-DJ - UDC Collection Services Secondary - Williams & Fudge Inc - D&F for Sole Source extension.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – University of the District of Columbia Collection Services (secondary) - Document #: PO-GF-2010-C-1089-DJ Collection Services - Due Date: July 30, 2017 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	3464k	v. 3	Jul 20, 2017, 4:08 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 PO-GF-2010-C-1090-DJ - UDC Universal Collection Services Primary - ConServe - Notice of Sole Source DF for Modification 13.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source D&F – University of the District of Columbia Collection Services - Document #: PO-GF-2010-C-0190-DJ - Due Date: June 11, 2016 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431)	3401k	v. 1	Jun 1, 2017, 4:10 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 PO-GF-2010-C-1090-DJ - UDC Universal Collection Services Primary - ConServe - Notice of Sole Source DF for Modification 14.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source D&F – University of the District of Columbia Collection Services - Document #: PO-GF-2010-C-0190-DJ - Due Date: July 30, 2017 @ 5:00 pm EDT - POC: Peter Lloyd (email:	3454k	v. 1	Jul 20, 2017, 4:09 PM	Chrishelle Minor (OCFO)

peter.lloyd@dc.gov or telephone  
(202-442-6431)

<input type="checkbox"/>	<b>W</b> RQ963672 - Professional Services – Projection Presentation Technology - Intent to Award Sole Souce.docx <a href="#">View</a> <a href="#">Download</a>	Title Intent to Award Sole Source Procurement-Determination and Findings for IT and AV Services- Document # RQ963672 - Due Date August 17, 2017 – POC Sharon Guilford ( email – Sharon.guilford@dc.gov or telephone 202-442-8070)	20k	v. 1	Aug 15, 2017, 11:57 AM	Chrishelle Minor (OCFO)
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## Comments

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