

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	April 20, 2020
Response Due Date	April 30, 2020
Contract Number	CFOPD-13-C-011
Contract Description	<p>Universal Tax Collection Services (Secondary)</p> <p>Description: The District of Columbia, Office of the Chief Financial Officer, Office of Contracts, on behalf of the Office of Tax and Revenue (OTR) requires a Contractor to provide Universal Tax Collection services (secondary).</p>
Vendor Name	MuniServices
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-11-C-013
CONTRACTOR: MuniServices
CAPTION: Universal Tax Collection Services (Secondary)
PROGRAM AGENCY: Office of the Chief Financial Officer
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, Office of Contracts, on behalf of the Office of Tax and Revenue (OTR) requires a Contractor to provide Universal Tax Collection services (secondary).

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable contract amount for this extension period from July 1, 2020 through June 30, 2021 is not-to-exceed \$950,000.00, based on the Contractor's rate and District estimated usage. The contractor's pricing was determined fair and reasonable based on historical data gathered and analyzed by the Office of the Chief Financial Officer.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

- a. MuniServices, LLC is the incumbent contractor and has satisfactorily provided the requested service for over six (6) years under Contract No. CFOPD-13-C-011. The

Determination and Findings for a Sole Source Extension of Contract
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contract was competitively awarded on June 28, 2013 to MuniServices, LLC who responded to the preceding solicitation and was deemed qualified to provide all the requirements and the best value to the District. The contract term included a three (3) year base and two (2) two (2) year option periods. The District has exercised its option to extend the term of the contract through June 30, 2020.

- b. In preparation for replacement services, the District of Columbia, Office of the Chief Financial Officer (OCFO) intends to award a replacement contract based on the latest District legislation regarding debt collections. The contract requires a period for transition of services to the enhanced requirements. The commencement of the new contract service requirements may begin July 1, 2021 due to the necessary procurement process and period to transition services to the enhanced requirements. As such, the current contract is proposed to be extended for a one (1) year period. The District has a critical need for uninterrupted services, as the contractor provides secondary collection services for the District of Columbia's Office of Tax and Revenue and remits the revenue directly to the District.
- c. The District requires continuity of services as the work is visible to the public and ensures efforts to collect unpaid taxes. The contractor is uniquely qualified with demonstrated performance and the capacity to provide immediate and consistent services; as such, a market survey was not conducted.
- d. Therefore, it is necessary to allow for the contract to be extended from July 1, 2020 up to June 30, 2021 to allow for continuity of service and for transition of services to the enhanced requirements.

5. CERTIFICATION BY AGENCY HEAD

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

Bruno Fernandes
Deputy Chief Financial Officer and Treasurer

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.

Dorothy Whisler Fortune, Esq., CPPO,
Drakus Wiggins, CPPB, CPPO or
Anthony A. Stover, CPPO
Contracting Officer

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

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<input type="checkbox"/>	 Notice of Intent DF for Sole Source - CFOPD-13-C-011 - Universal Collection Svcs	Title: Intent to Award Sole Source Determinations and Findings – Universal Tax	142k	v. 1	Apr 20, 2020, 2:44 PM	Chrishelle Minor (OCFO)

Secondary - MuniServices.pdf
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Notice of Sole Source DF - RK159098 - SYEP Debit Card Services - US Bank.pdf
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Title: Intent to Award Sole Source Determinations and Findings – SYEP Debit Card Services - Document #: RK159098- Due Date: August 30, 2020 @ 5:00 pm EDT - POC: Tonya Mills (email: Tonya.Mills1@dc.gov or telephone: 202-727-4077)

94k

v. 1

Aug 20, 2020, 1:53 PM

Chrishelle Minor (OCFO)

Comments

You do not have permission to add comments.