

Intent to Award Sole Source Contract

Title	Intent to Award Sole Source Contract - Determination and Findings
Notice Date	August 13, 2015
Response Due Date	August 23, 2015
Contract Number	CFOPD-09-C-023
Contract Description	Master Trust Custodian Services Description: The Contractor shall provide Master Trust/Custody Services to include, but not limited to, timely monthly transaction statements and asset listings (market value), daily sweep to money market fund, timely monthly investment accounting statements, online access to account information and payments to third party vendors.
Vendor Name	State Street Bank and Trust
Procuring Agency	Office of Management and Administration
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
SOLE SOURCE PROCUREMENT**

CONTRACT NUMBER: CFOPD-09-C-023
CONTRACTOR: State Street Bank and Trust
CAPTION: Master Trust Custodian Services
PROGRAM AGENCY: Office of Finance and Treasury
CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

D.C. Official Code §2-354.04, 27 DCMR § 1702 and 2005.6(b), PPRA § 404

2. MINIMUM NEED

The District of Columbia Office of Chief Financial Officer (“OCFO”), on behalf of the Office of Finance and Treasury (“OFT”) has a need for master trust/custody.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price budgeted for the contract is \$144,000 from Date of Execution through one (1) year thereafter. The estimated price is based on projected expenditures for the period of performance and the contractor’s price schedule.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

State Street Bank and Trust Company was awarded Contract No. CFOPD-09-C-023 to provide master custody services for the Trust Fund (OPEB Fund). State Street maintains custody of the assets for the OPEB Fund, provides monthly transaction statements and asset listings, sweeps cash into a money market fund on a daily basis, provides investment accounting statements, on-line access to account information, pays third party vendors and prices domestic and global assets.

State Street also prepares compliance reports based on the OPEB Fund’s Investment Policy.

The contract term ends September 23, 2015.

The team that manages the administration for the OPEB Fund in the Office of Finance and Treasury (OFT) needed to wait until new contract procedures were developed, reviewed and written by the Office of General Counsel and the Office of Contracts prior

to issuing an RFP for a Master Custodian. The new rules were required because the OPEB Fund's assets are not assets of the District of Columbia and, as a result, should not follow the specific procurement rules of the District of Columbia. The new rules provide an effective and efficient way for the Trustee to procure for services that are required to manage the Fund.

The plan has a market value of approximately \$1.1 billion. Due to the complexity of the evaluation process the team is fully engaged in this effort and will be until the new custodian is fully implemented. As a result it has been determined that a single procurement is the best option at this point. The requirements will be procured through a competitive process with an anticipated contract in November or December 2015. The District has a critical need for uninterrupted services, as the OFT requires these services to ensure the Plan is functioning as required by legislation. State Street is the only vendor with the capacity to provide immediate and consistent services: as such, a market survey was not conducted. Therefore it is necessary to extend the current contract to allow for continuity of service and to allow time for completion of the competitive procurement process for a new contract.

5. **CERTIFICATION BY AGENCY HEAD**

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

Jeffrey Barnette
District of Columbia Treasurer and Associate CFO
Office of the Chief Financial Officer / Office of Finance and Treasury

Date

6. **CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available source method of procurement under the cited authority. The notice on intent to award a sole source contract was posted on the Internet and no responses were received. I recommend that the Director approve the use of the sole source procurement method for this proposed contract action.

Drakus Wiggins
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 § 2-354.04). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Dorothy B. Whisler, Esq., CPPO
Director/Contracting Officer
Office of Contracts






Date

DRAFT


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<input type="checkbox"/>	 CFOPD-05-C-019 - 401(a) ING - Notice of Sole Source - DF2.pdf View Download	Title: Intent to Award Sole Source Contract Determination and Findings for 401(a) Defined Contribution Plan Services Document #: CFOPD-05-C-019 Due Date: February 27, 2015 POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	265k	v. 1	Feb 18, 2015, 4:22 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Williams, Adley & Company, LLP - Notice of Sole Source DF.docx.pdf View Download	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031A - Due Date: April 19, 2015 - POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202-442-6431)	3761k	v. 1	Apr 9, 2015, 4:11 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Williams, Adley & Company, LLP - Notice of Sole Source DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031A - Due Date: April 19, 2015 - POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202-442-6431)	3596k	v. 1	May 11, 2015, 9:41 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031B - Medicaid Audit Services - Bert Smith & Co - Notice of Sole Source DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031B - Due Date: April 19, 2015 - POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202-442-6431)	3771k	v. 1	May 11, 2015, 10:00 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031B - Medicaid Audit Services - Bert Smith & Co - Notice of Sole Source - D&F.pdf View Download	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for Medical Audit Services - Document #: CFOPD-08-C-031B - Due Date: April 19, 2015	3484k	v. 1	May 11, 2015, 10:00 AM	Doretha Johnson (OCFO)






- POC: Peter Lloyd (email – peter.lloyd@dc.gov telephone 202-442-6431)

<input type="checkbox"/>	 CFOPD-08-C-048 - ITS Maintenance Services - Revenue Solutions Inc - Notice of Sole Source Extension and DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension Determination and Findings for ITS Maintenance Services Document #: CFOPD-08-C-048 Due Date: October 13, 2014 POC: Anthony A. Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	264k	v. 1	Oct 3, 2014, 1:52 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-09-C-004 - Printing and Publication Services - Notice of Sole Source Extension - DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Printing and Publication Services -- Document #: CFOPD-09-C-004 -- Due Date: June 23, 2014 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	1012k	v. 1	Oct 7, 2014, 4:20 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-004 -Printing Services-Notice of Sole Source Extension.pdf View Download	Title: Intent to Award Sole Source Contract Determination and Findings for Printing Services -- Document #: CFOPD-09-C-004 -- Due Date: March 20, 2015 -- POC: Norman Townsel (email – norman.townsel3@dc.gov or telephone 202-442-6347)	2036k	v. 1	Mar 10, 2015, 5:46 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-014A - 401a, 457b and OPEB Trust Fund Consulting Services - Segal Advisors - Notice of Sole Source D&F.pdf View Download	Title: Intent to Award Sole Source D&F – 401(a) & 457(b) Retirement Plans & Post Retirement Health Benefits Fund Consulting Services - Document #: CFOPD-09-C-014A - Due Date: October 9, 2014 @ 2:00 pm EST - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431)	1060k	v. 1	Sep 30, 2014, 5:02 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-09-C-014A - 401(a), 457(b) and OPEB Trust Fund Consulting Services - Segal Advisors - Notice of Sole Source D&F.pdf View Download	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 -	3425k	v. 2	Sep 23, 2015, 2:43 PM	Doretha Johnson (OCFO)






Due Date: October 3, 2015 @
2:00 pm EDT - POC: Peter Lloyd
(email: peter.lloyd@dc.gov or
telephone (202-442-6431)

<input type="checkbox"/>	 CFOPD-09-C-014B - 529 College Savings Plan Consultant Services - Winston Lowe LLC - Notice of Sole Source Extension DF.pdf View Download	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for 529 College Savings Plan Financial Advisory and Investment Consulting Services -- Document #: CFOPD-09-C-014B -- Due Date: August 20, 2015 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	3418k	v. 1	Aug 10, 2015, 3:57 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-09-C-023 - Master Trust Custodian Services - State Street Bank Trust - Notice of Sole Source Extension DF.pdf View Download	Title: Intent to Award a Sole Source Extension – Determination and Findings for Master Trust Custodian Services – Document # CFOPD-09-C-023 – Due Date: August 23, 2015 – POC: Peter Lloyd (email – Peter.Lloyd@DC.Gov – telephone 202-442-6431)	3563k	v. 1	Aug 13, 2015, 9:34 AM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-09-C-034 - Audit Services - FS Taylor - Notice of Sole Source Extension and DF-.pdf View Download	Title: Intent to Award Sole Source Contract Determination and Findings for Lottery Audit Services -- Document #: CFOPD-09-C-034 -- Due Date: November 14, 2014 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	265k	v. 1	Nov 5, 2014, 4:43 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-10-C-017 - Alias Matching Services - Financial Management Services Investment Corp - Notice of Sole Source Extension DF.pdf View Download	Title: Intent to Award Sole Source Contract Determination and Findings for Alias Matching Services -- Document #: CFOPD-10-C-017 -- Due Date: November 16, 2014 -- POC: Norman Townsel (email – Norman.townsel3@dc.gov or telephone 202-442-6347)	76k	v. 1	Nov 6, 2014, 1:03 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-10-C-039A - Unclaimed Property Examination and Auditing Services - Verus Financial LLC - Notice of Sole Source D&F.pdf View Download	Title: Intent to Award Sole Source D&F – Unclaimed Property Examination and Auditing Services - Document #: CFOPD-10-C-039A - Due Date: May 29, 2015 @ 5:00 pm EDT -	3288k	v. 2	May 19, 2015, 5:04 PM	Doretha Johnson (OCFO)

POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431))

<input type="checkbox"/>	 CFOPD-10-C-040 - Unclaimed Property Management System - Wagers & Associates, Inc. - Intent to Award Sole Source Extension.pdf View Download	Title: Intent to Award a Sole Source Extension – Determination and Findings for Unclaimed Property Management System – Document # CFOPD-10-C-040 - - Due Date: September 12, 2015 -- POC: Peter Lloyd (email – Peter.Lloyd@DC.Gov – telephone 202-442-6431)	3262k	v. 1	Sep 2, 2015, 8:11 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-10-C-042 IBM Parts and Products - Intent to Award a Sole Source Extension.pdf View Download	Title: Intent to Award Sole Source Contract Extension - Determination and Findings for IBM Parts and Products - Document #: CFOPD-10-C-042 - Due Date: May 4, 2015 - POC: Crystal Farmer-Linder (email – crystal.farmer-Linder2@dc.gov telephone 202 442-6424)	324k	v. 1	Apr 24, 2015, 4:18 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-10-C-045 - SOAR Hosting and Maintenance - Oracle America Inc - Intent of Award Sole Source Extension DF.pdf View Download	Title: Intent to Award a Sole Source Extension – Determination and Findings for SOAR Hosting and Maintenance – Document # CFOPD-10-C-045 – Due Date: August 17, 2015 – POC: Peter Lloyd (email – Peter.Lloyd@DC.Gov – telephone 202-442-6431)	3423k	v. 1	Aug 7, 2015, 4:45 PM	Drakus Wiggins
<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 View Download	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 9, 2015 @ 2:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431))	3582k	v. 1	Sep 29, 2015, 5:12 PM	Doretha Johnson (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 View Download	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	3592k	v. 1	Sep 29, 2015, 5:14 PM	Doretha Johnson (OCFO)

Financial Statements for the 529 College Savings Plan - Document #: CFOPD-11-C-015 - Due Date: October 9, 2015 @ 2:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431))

<input type="checkbox"/>	 DCKV-2007-C-0001 - Lockbox and Collection Services - Notice of Sole Source DF .pdf View Download	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: August 21, 2015 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	2196k	v. 1	Aug 11, 2015, 4:20 PM	Drakus Wiggins
<input type="checkbox"/>	 Intent to Award Sole Source - RQ882723.pdf View Download	Determination and Findings for Property Management Services – Document # RQ882723 –Due Date January 19, 2015 – POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070).	47k	v. 1	Jan 14, 2015, 12:50 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 PO-GF-2010-C-1089-DJ - UDC Universal Collection Services Secondary - Williams & Fudge Inc - Notice of Sole Source D&F.pdf View Download	Title: Intent to Award Sole Source D&F – University of the District of Columbia Collection Services (Secondary) - Document #: PO-GF-2010-C-0189-DJ - Due Date: July 17, 2015 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone 202-442-6431)	3437k	v. 1	Jul 7, 2015, 3:18 PM	Drakus Wiggins
<input type="checkbox"/>	 PO-GF-2010-C-1090-DJ - UDC Universal Collection Services Primary - ConServe - Notice of Sole Source DF.pdf View Download	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 13, 2015 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431))	3430k	v. 1	Jun 3, 2015, 3:50 PM	Drakus Wiggins
<input type="checkbox"/>	 PO-GF-2010-C-1090-DJ - UDC Universal Collection Services Primary - ConServe - Notice of Sole Source D&F.pdf View Download	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: September 18, 2015 @ 5:00 pm	3336k	v. 1	Sep 8, 2015, 12:56 PM	Doretha Johnson (OCFO)

EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone (202-442-6431)

<input type="checkbox"/>	 RQ878535 - Professional Services - Intent to Award Sole Source.pdf View Download	Title: Intent to Award Sole Source Procurement – Determination and Findings for Professional Services – Document #: RQ878535 – Due Date: December 13, 2014 – POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070).	51k	v. 1	Dec 3, 2014, 4:54 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 RQ883802 - Lease & Maintenance-Xerox - Intent to Award Sole Source.pdf View Download	Title: Intent to Award Sole Source Contract -- Determination and Findings for Lease and Maintenance on Xerox copiers -- Document # RQ883802 -- Due Date February 20, 2015 -- POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070)	1344k	v. 1	Feb 11, 2015, 12:01 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 RQ901154 - Intent to Award Sole Source.pdf View Download	Intent to Award Sole Source Procurement – Determination and Findings for network and telephone services – Document # RQ901154 – Due Date August 24, 2015 – POC Sharon.Guilford@dc.gov or telephone 202-442-8070).	57k	v. 1	Aug 14, 2015, 3:08 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 RQ901157 - Intent to Award Sole Source.pdf View Download	Intent to Award Sole Source Procurement – Determination and Findings for Catering Services – Document RQ901157 – Due date August 24, 2015 – POC Sharon Guilford (email – Sharon.Guilford@dc.gov or telephone 202-442-8070).	57k	v. 1	Aug 14, 2015, 3:07 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>	 RQ901160 - Intent to Award Sole Source.pdf View Download	Intent to Award Sole Source Procurement – Determination and Findings for Audio and Video Services – Document # RQ901160 – Due Date August 24, 2015 – POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070).	57k	v. 1	Aug 14, 2015, 3:09 PM	Dorothy Whisler (OCFO)

Comments

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