

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	December 1, 2022
Response Due Date	December 11, 2022
Contract Number	CFOPD-17-C-017
Contract Description	<p>Office of Finance and Treasury Prepaid Debit Card Services</p> <p>Description: The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of Office of Finance and Treasury (the “District”) is contracting to provide Prepaid Debit Card Services that allow for easily accessible card alternatives to paper checks.</p>
Vendor Name	US Bank Corporation
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-17-C-017
CONTRACTOR: US Bank Corporation
CAPTION: Prepaid Debit Card Services
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 (OCFO), has an on-going requirement for a Contractor to provide Prepaid Debit Cards and associated services.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable contract amount for this extension period from February 7, 2022 through February 6, 2023 is zero dollars and will have no impact on District finances. Cards are paid via fees through recipients' usage.

4. FACTS WHICH JUSTIFY SOLE SOURCE EXTENSION OF CONTRACT

US Bank is the incumbent contractor and has satisfactorily provided the required services for six (6) years under Contract CFOPD-17-C-017. The contract was awarded on February 7, 2017 with a one (1) year base period and four (4) one (1) year option periods and a one (1) year additional extension.

It is imperative that this contract be extended to ensure that the services provided to many District agencies, such as the Department of Employment Services, Child and Family Services Administration, Office of Payroll and Retirement Services and Department of Health and Human Services, to name a few, remain in place and uninterrupted while the Office of Finance and Treasury continues to work with industry experts to generate a comprehensive and updated Statement of Work for the new solicitation.

The incumbent contractor, US Bank Corporation, is the only contractor with historic knowledge and the capacity to provide continuous and uninterrupted services for the various current Prepaid Debit Card Programs throughout the District. Sufficient additional time must be allowed for the development and processing of a new procurement for these services as well as ample time for a smooth transition to a new vendor with updated and advanced services capabilities. In order to facilitate this new acquisition and maintain uninterrupted Prepaid Debit Card Services, the contract shall be extended through February 6, 2024.

The Office of the Chief Financial Officer has a critical need to maintain uninterrupted Prepaid Debit Card capabilities and these services, furnished and administered by US Bank Corporation, are an intrinsic and integral part of the OCFO customer service commitment to District residents and it is critical that they are continuous and sustained.

As a result of the foregoing, it is necessary and prudent to extend Contract CFOPD-17-C-017 through February 6, 2024 to allow for continuity of services, execution of a new contract award and potential transition to a new contractor.

5. **CERTIFICATION BY AGENCY HEAD**

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

Carmen Pigler
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.

Drakus Wiggins, CPPB, 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 § 2005.2(b).

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

Date