

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	<b>September 27, 2013</b>
<b>Response Due Date</b>	<b>October 7, 2013</b>
<b>Contract Number</b>	CFOPD-08-C-046A
<b>Contract Description</b>	<p>Disclosure Counsel Services</p> <p>Description: The Government of the District of Columbia (District), Office of the Chief Financial Officer's (OCFO), Office of General Counsel (OGC) has an immediate need for representation in connection with the disclosure of information to the investment community in conjunction with each bond and note issuance on an on-going basis by developing, implementing, and updating comprehensive written policies to provide continuing disclosure in compliance with the Securities and Exchange Commission Rule 15c2-12 and any other applicable continuing disclosure requirements. The contractor will provide disclosure counsel services in conjunction with each bond and note issuance by the District.</p>
<b>Vendor Name</b>	Hawkins, Delafield, and Wood LLP
<b>Procuring Agency</b>	Office of the Chief Financial Officer, Office of Contracts
<b>Point of Contact</b>	Anthony A. Stover, Contract Specialist <a href="mailto:anthony.stover@dc.gov">anthony.stover@dc.gov</a> 202-442-7122

**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-08-C-046A  
**CONTRACTOR:** Hawkins, Delafield, and Wood LLP  
**CAPTION:** Disclosure Counsel Services  
**PROGRAM AGENCY:** Office of the General Counsel (OGC)  
**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 the Chief Financial Officer's (OCFO), Office of General Counsel (OGC) has an immediate need for representation in connection with the disclosure of information to the investment community in conjunction with each bond and note issuance on an on-going basis by developing, implementing, and updating comprehensive written policies to provide continuing disclosure in compliance with the Securities and Exchange Commission Rule 15c2-12 and any other applicable continuing disclosure requirements.

**3. ESTIMATED REASONABLE PRICE**

This is an indefinite-quantity contract which requires the District to order and the contractor to furnish at least the stated minimum quantity of services in the amount of \$1,000. The contractor shall also be required to furnish, if and as ordered via task order, any additional quantities, not to exceed a stated maximum of \$950,000. Funds shall be obligated at the time orders are issued under the contract. The contract price is based on the agency's usage and the contractor's rate which was determined as reasonable at the time of contract award based on the competition.

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

Hawkins, Delafield, and Wood LLP was awarded Contract No. CFOPD-08-C-046A to provide bond counsel services in connection with taxable and tax-exempt capital and operational borrowings of the District. The contract term ends November 2, 2013.

In preparation for a replacement contract, OGC is developing requirements based on latest changes to the procurement regulations and audit findings. The improved requirements will be procured through a competitive process with an anticipated contract effective date of April 1, 2014. The District has a critical need for uninterrupted services, as the OGC on behalf of the District continuously issue bonds and notes that require continuing disclosure counsel services as required by the Securities and Exchange Commission (SEC). Hawkins, Delafield, and Wood LLP has the capacity to provide immediate and consistent services; as such, a market survey was not conducted.

Therefore, it is necessary to extend the contract through March 31, 2014, 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.

\_\_\_\_\_  
Stephen B. Lyons  
Deputy General Counsel  
Office of the General Counsel

\_\_\_\_\_  
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 the sole source extension of this contract.

\_\_\_\_\_  
Drakus Wiggins, CPPB  
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).

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Joseph Giddis  
Director  
Office of Contracts

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Date

DRAFT







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## FY13 Sole Source Procurements

<input type="checkbox"/>	 CFOPD-05-C-904 -Instant Tickets - 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 Instant Tickets Document #: CFOPD-05-C-904 Due Date: November 24, 2012 POC: Carla Roane (email – Carla.Roane@dc.gov or telephone 202-442-6452)	228k	v. 1	Nov 14, 2012, 4:22 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-05-C-904 - Instant Tickets Products - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-05-C-904 -- Due Date: February 8, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	142k	v. 1	Jan 29, 2013, 4:57 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026A - Financial Advisory Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026A -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:06 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026B Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026B -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:08 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026C Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026C -- Due Date: September 20, 2013 -- POC: Peter Lloyd	155k	v. 1	Sep 10, 2013, 4:09 PM	Doretha Johnson (OCFO)

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






<input type="checkbox"/>	 CFOPD-07-C-026D Financial Advisory Services -Notice to Award Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026D -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 1	Sep 10, 2013, 4:10 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026E - Financial Advisory Services - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026E -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	156k	v. 3	Sep 10, 2013, 4:12 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-026F - Financial Advisory Services - Notice of Sole Source - D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Financial Advisory Services -- Document #: CFOPD-07-C-026F -- Due Date: September 20, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	155k	v. 3	Sep 10, 2013, 4:14 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-056 - Universal COllection Services - Notice of Sole Source - DF - May June 2013.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract -- Determination & Findings for Universal Collection Services -- Document #: CFOPD-07-C-056 - - Due Date: April 25, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	105k	v. 1	Apr 15, 2013, 1:47 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-07-C-056 - Universal Collection Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract -- Determination & Findings for Universal Collection Services -- Document #: CFOPD-07-C-056 - - Due Date: December 21, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	130k	v. 1	Apr 15, 2013, 1:47 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-009A - Copier	Title: Intent to Award Sole	100k	v. 1	Aug 8, 2013, 1:30 PM	Doretha Johnson

	Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Source Contract Extension - Determination and Findings for Copier Services -- Document #: CFOPD-08-C-009A -- Due Date: August 16, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)				(OCFO)
<input type="checkbox"/>	 CFOPD-08-C-009B - Copier 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 Copier Services -- Document #: CFOPD-08-C-009B -- Due Date: August 16, 2013 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	96k	v. 1	Aug 6, 2013, 5:16 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-08-C-028 - Cost Allocation Plan - Notice of Intent Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-08-C-028 -- Due Date: July 17, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	101k	v. 1	Jul 8, 2013, 4:44 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Medicaid Audit Services - Notice of Sole Source - DF.docx <a href="#">View</a> <a href="#">Download</a>	DF -- CFOPD-08-C-031A -- Medicaid Audit Services -- Notice of Sole Source	24k	v. 1	Apr 23, 2013, 11:25 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-031A - Modification 7 - Sole Source Extension.doc <a href="#">View</a> <a href="#">Download</a>	Modification #7 -- CFOPD-08-C-031A -- Williams, Adley, and Company -- Medicaid Audit Services	57k	v. 1	Apr 23, 2013, 11:23 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-08-C-040A - Bond Counsel Services - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Bond Counsel Services -- Document #: CFOPD-08-C-040A -- Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	243k	v. 1	Sep 27, 2013, 3:49 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-08-C-046A Disclosure Counsel Services - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Disclosure Counsel Services -- Document #: CFOPD-08-C-046A -- Due Date: October 7, 2013 -- POC: Anthony Stover	243k	v. 1	Sep 27, 2013, 3:48 PM	Drakus Wiggins

(email – anthony.stover@dc.gov  
or telephone 202-442-7122)

<input type="checkbox"/>	 CFOPD-09-C-018 - Website Development - Notice of Sole Source Extension & DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract Extension -- Determination and Findings for Website Development -- Document #: CFOPD-08-C-018 - - Due Date: October 7, 2013 -- POC: Anthony Stover (email – anthony.stover@dc.gov or telephone 202-442-7122)	237k	v. 1	Sep 27, 2013, 3:37 PM	Drakus Wiggins
<input type="checkbox"/>	 CFOPD-11-C-033 - Data Warehouse Maintenance - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Contract Extension -- Document No.: CFOPD-11-C-033 -- Due Date: March 29, 2013 -- POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	38k	v. 1	Mar 19, 2013, 1:59 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-001 - Consulting 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 Consulting Services -- Document #: CFOPD-13-C-001 - - Due Date: October 13, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	112k	v. 1	Oct 3, 2012, 9:37 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-002 - Research and Analysis Tax Consultant - 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 Research and Analysis Tax Consultant -- Document #: CFOPD-13-C-002 -- Due Date: October 13, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	110k	v. 1	Oct 11, 2012, 4:45 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-014 - Real Estate Analytic Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Contract - Determination and Findings for Commercial Real Estate Information and Analytic Services -- Document #: CFOPD-13-C-014 -- Due Date: November 26, 2012 -- POC: Peter Lloyd (email – peter.lloyd@dc.gov or telephone 202-442-6431)	230k	v. 1	Nov 16, 2012, 4:47 PM	Drakus Wiggins
<input type="checkbox"/>	 DCKV-2007-C-0001 -DMV	Title: Intent to Award Sole	161k	v. 1	Aug 7, 2013, 4:55 PM	Doretha Johnson



		Collections Services - Notice of Sole Source D&F.pdf <a href="#">View</a> <a href="#">Download</a>	Source Contract Extension -- Determination and Findings for Lock Box and Collection Services -- Document #: DCKV-2007-C-0001 -- Due Date: August 17, 2013 -- POC: Drakus Wiggins (email – drakus.wiggins@dc.gov telephone 202-442-7121)				(OCFO)
<input type="checkbox"/>		RQ799854 - High End Pressure Equipment Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Notice of Intent to Award Sole Source Procurement - Determination and Findings for High End Pressure Equipment Services -- Document #: RQ799854 -- Due Date: March 11, 2013 -- POC: Sharon Guilford (email – sharon.guilford@dc.gov or telephone 202-442-8070)	95k	v. 1	Feb 28, 2013, 4:41 PM	Dorothy Whisler (OCFO)
<input type="checkbox"/>		RQ809775 - Consulting Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Consulting Services -- Document#: RQ809775 -- Due Date: June 23, 2013 -- POC: Sharon Guilford(email - Sharon.guilford@dc.gov or telephone 202-442-8070)	13k	v. 1	Jun 13, 2013, 4:21 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ811523 - Reconfiguration of OTR Customer Service Call Center - Notice of Intent to Award Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement Determination and Findings for Reconfiguration of OTR Customer Service Call Center -- Document#: RQ811523 -- Due Date: July 8, 2013 -- POC: Sharon Guilford (email – sharon.guilford@dc.gov)	18k	v. 1	Jun 27, 2013, 4:58 PM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ811815 - Property Management Repair Services - Notice of Sole Source - DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Procurement -- Determination and Findings for Property Management & Repair Services -- Document #: RQ811815 -- Due Date: July 8, 2013 -- POC: Sharon Guilford (email – Sharon.guilford@dc.gov or telephone 202-442-8070)	20k	v. 1	Jun 27, 2013, 10:59 AM	Doretha Johnson (OCFO)
<input type="checkbox"/>		RQ815623 - Cable Services - Notice of Sole Source	Title: Intent to Award Sole Source Procurement D&F --	16k	v. 1	Aug 8, 2013, 1:38 PM	Doretha Johnson (OCFO)

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Document #: RQ815623 -- Due  
Date: August 18, 2013 -- POC:  
Sharon Guilford (email -  
sharon.guilford@dc.gov  
telephone 202-442-8070)

## Comments

You do not have permission to add comments.