

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	August 6, 2013
Response Due Date	August 16, 2013
Contract Number	CFOPD-08-C-009A
Contract Description	Lease and Maintenance of Copier Services Description: The Government of the District of Columbia (District) Office of the Chief Financial Officer has a need for the lease and maintenance for copy machines for all agencies within the OCFO.
Vendor Name	Sharp Electronics
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-08-C009A
CONTRACTOR: Sharp Electronics
CAPTION: Lease and Maintenance Services for Copiers
PROGRAM AGENCY: Office of the Chief Financial Officer – All Agencies
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 has an immediate need for the uninterrupted lease and maintenance of copy machines for all agencies.

3. **ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable price budgeted for the contract extension is \$145,600.00 from August 20, 2013 through August 19, 2014. 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**

Sharp Electronics was awarded Contract No. CFOPD-08-C-009A to provide lease and maintenance services for copier/fax/scanner machines for all agencies within the Office of the Chief Financial Officer (OCFO). The contract term ends August 19, 2013.

In preparation for a replacement contract, the OCFO is developing requirements based on current usage and needs of each agency. The current and improved requirements will be procured through a competitive process with an anticipated contract effective date of August 20, 2014. The District has a critical need for uninterrupted services, as the OCFO

requires operational copier, fax and scanner capabilities for the day to day needs of business. Sharp Electronics 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 contract through August 19, 2014, to allow for continuity of service and to allow time for the completion of the competitive procurement process for a new contract with current and modern requirements.

5. **CERTIFICATION BY AGENCY HEAD**

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

Paul Lundquist
Executive Director
Office of Management and Administration

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 the District is justified in using the sole source method of procurement.






Joseph Giddis
Director
Office of Contracts

Date







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<input type="checkbox"/>	 CFOPD-05-C-904 - Instant Tickets Products - Notice of Sole Source - DF.pdf View Download	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 View Download	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)
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(email – peter.lloyd@dc.gov or telephone 202-442-6431)

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<input type="checkbox"/>	 CFOPD-07-C-026E - Financial Advisory Services - Notice of Sole Source - D&F.pdf View Download	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)
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		Services - Notice of Sole Source - DF.pdf View Download	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 View Download	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
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(email – anthony.stover@dc.gov
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<input type="checkbox"/>	 CFOPD-13-C-002 - Research and Analysis Tax Consultant - Notice of Sole Source - DF.pdf View Download	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)
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<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 View Download	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 View Download	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)
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<input type="checkbox"/>		RQ811523 - Reconfiguration of OTR Customer Service Call Center - Notice of Intent to Award Sole Source - DF.pdf View Download	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)
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<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:
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