

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	May 2, 2023
Response Due Date	May 12, 2023
Contract Number	CFOPD-23-C-032
Contract Description	Canon Printer Lease with Videk Solutions <u>Description:</u> The Office of the Chief Financial Officer, Office of Finance and Treasury (OFT) requires a Contractor to provide a lease of two (2) VarioPrint VP6000 MICR Laser High Speed printers with Videk imaging hardware/software solutions.
Vendor Name	Canon Solutions America, Inc.
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Andrea Simpson, Contract Specialist andrea.simpson3@dc.gov 202-442-6347

**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-16-C-002
CONTRACTOR: RSI Enterprises, Inc.
CAPTION: Universal Tax Collection Services (Primary)
PROGRAM AGENCY: Office of Tax and Revenue
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), Office of Tax and Revenue has a need for a qualified Contractor to provide Universal Tax Collection Services (Primary).

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable contract amount for this extension period from December 8, 2022 through December 7, 2023 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 market research and historical data gathered and analyzed by the Office of Tax and Revenue.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

RSI Enterprises, Inc. is the incumbent Contractor and has satisfactorily provided the required services for seven (7) years under Contract No. CFOPD-16-C-002. The contract was competitively awarded on December 8, 2015 to RSI Enterprises, Inc. who responded to the solicitation and was deemed qualified to provide all the requirements and the best

Determination and Findings for a Sole Source Extension of Contract
Contract Number: CFOPD-16-C-002

value to the District of Columbia. The contract term included a three (3) year base period with two (2) two (2) year option periods. During the contract term RSI Enterprises, Inc. has provided professional Universal Tax Collection (Primary) services to assist and augment the Office of Tax and Revenue in its ability to locate taxpayers and acquire delinquent monies from individual and business tax debts due to the District.

The Office of Tax and Revenue, Collection and Enforcement Administration (CEA) is conducting market research to find the latest and most advantageous methods for 'outside' collection services in the industry. CEA needs additional time to satisfactorily acquire adequate information and resource material to successfully recompute the best requirements for the District under the District's procurement process.

The District has a critical need for uninterrupted universal tax collection (primary) services and the OCFO has an ongoing responsibility to collect taxes on behalf of the District.

A sole source extension is the most advantageous method of fulfilling the District's need while completing the competitive procurement process and allowing time for a transition period from the existing contract requirements to new and improved contract requirements. A market survey was not conducted because RSI Enterprises, Inc. has agreed to continue services based on existing contract pricing.

The Office of Contracts expects to award a new contract on or before December 7, 2023. Therefore, it is necessary to extend the current contract up to December 7, 2023 to allow continuity of critical Universal Tax Collection (Primary) services for the District and to complete the procurement and transition process for improved requirements.

5. CERTIFICATION BY AGENCY HEAD

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

Keith Richardson
Deputy Chief Financial Officer and
Director, Office of Tax and Revenue

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, CPPO
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).

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

Date

**Government of the District of Columbia
Office of the Chief Financial Officer**

**Determination and Findings
for a
SOLE SOURCE CONTRACT**

CONTRACT NUMBER: CFOPD-23-C-032

CONTRACTOR: Canon Solutions America, Inc.

CAPTION: Canon Printer Lease with Videk Solutions

PROGRAM AGENCY: Office of Finance and Treasury (OFT)

CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED

The Office of the Chief Financial Officer, Office of Finance and Treasury (OFT) requires a Contractor to provide a lease of two (2) VarioPrint VP6000 MICR Laser High Speed printers with Videk imaging hardware/software solutions.

3. ESTIMATED REASONABLE PRICE

The contract amount is \$167,100.00 for the base year. The contractor's pricing was determined fair and reasonable based on market research and historical data gathered and analyzed by the Office of Finance and Treasury.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

OFT is made up of several areas that have specific responsibilities to carry out the mission of the agency. One of these areas, the Payment Operations Center, is responsible for printing and disbursing all District's checks, earnings statements, W2's, etc. OFT intends to reduce check production by transitioning District payments to other electronic forms of distribution i.e., Automated Clearing House (ACH) and Pre-paid Debit Cards. However, the District intends, for the next five (5) years, to maintain its dependency on paper checks as a means of payment for its vendors, employees, and constituents. Two (2) high-capacity printers with the Videk imaging hardware/software solution are required for purposes of producing checks.

The two (2) VarioPrint VP6000 High Speed Laser MICR printers with the Videk imaging hardware/software are a part of the District's check printing system that works with Prisma Production servers and its GMC Inspire Check Write solution. There are no other printers or reconciliation software that can work with the District's current check printing system. Canon Solutions America, Inc. is the only provider of the required printers with the Videk imaging hardware/software solution.

Based on the above, it is in the best interest of the District of Columbia and its needs to award the contract to Canon Solutions America, Inc.

5. CERTIFICATION BY AGENCY HEAD

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

Carmen Pigler, Treasurer
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 sole source extension of this contract under the cited authority. I recommend that the Director approve this sole source contract.

Anthony A. Stover, CPPO
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.

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

Date