

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	July 30, 2018
Response Due Date	August 9, 2018
Contract Number	PO-GF-2010-C-1090-DJ
Contract Description	University of the District of Columbia Collection Services (Primary) Description: The Government of the District of Columbia (District), Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has an immediate need for a Contractor to provide Primary Collection Services with respect to Student loans and tuition accounts.
Vendor Name	Continental Service Group d/b/a ConServe
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 CONTRACT**

CONTRACT NUMBER: PO-GF-2010-C-1090-DJ

CONTRACTOR: Continental Service Group d/b/a ConServe

CAPTION: Primary Collection Services

PROGRAM AGENCY: Office of Finance and Treasury, Central Collection Unit

CONTRACTING AGENCY: Office of Contracts

1. AUTHORIZATION

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

2. MINIMUM NEED

The Government of the District of Columbia (District), Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has an immediate need for a Contractor to provide Primary Collection Services with respect to student loan and tuition accounts.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price associated with and budgeted for the contract extension is \$60,000.00 from October 1, 2018 through September 30, 2019. The estimated price is based on projected estimates in addition to previous and/or historic costs for the period of performance and the Contractor's pricing schedule.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

Continental Service Group d/b/a ConServe was awarded Contract No. PO-GF-2010-C-1090-DJ to provide quality primary collection services for student loan and tuition accounts. The contract term ends September 30, 2018. In preparation for a replacement contract, the Office of Finance and Treasury (OFT), Central Collections Unit (CCU) has developed requirements based on latest trends in the collection services industry. The improved requirements are being procured through a competitive process with an anticipated date for commencement of services on or before, but not later than October 1, 2019. The OFT, CCU has critical need for uninterrupted services due to requirements in the District of Columbia Official Code to collect delinquent accounts due to the University of the District of Columbia. Due to ConServe's capacity for these services, a market survey was not conducted. Therefore, it is necessary to extend the contract

through September 30, 2019 or fractions thereof, to allow for continuity of service and to allow time for the completion of the competitive procurement process and commencement of services through a new contract with modern requirements and capabilities.

5. CERTIFICATION BY AGENCY HEAD

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

Jeffrey Barnette
Treasurer and Deputy 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 sole source extension of this contract under the cited authority. I recommend that the Director approve this sole source contract.

Drakus Wiggins, CPPB, 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

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FY18 Sole Source Procurements

<input type="checkbox"/>	 12-C-034 - Collection Svcs for UMC - NRS, Inc - Notice of Sole Source and DF.pdf View Download	Title: Intent to Award Sole Source Determinations and Findings – United Medical Center Collection Services (primary) - Document #: CFOPD-12-C-034 - Due Date: August 9, 2018 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	3391k	v. 1	Jul 30, 2018, 1:59 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-016 - Notice of Sole Source and DF.pdf View Download	Title: Network Support Services Document #: CFOPD-13-C-016 – Networking for Future, Inc. - Due Date: February 1, 2018 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3402k	v. 1	Jan 22, 2018, 2:44 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-017 - Notice of Sole Source and DF.pdf View Download	Title: Actuarial Services Document #: CFOPD-13-C-017 - PRM Consulting, Inc. - Due Date: January 28, 2018 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3402k	v. 1	Jan 18, 2018, 1:23 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-13-C-026C - Notice of Sole Source and DF.pdf View Download	Title: Cognos Report Writer Services Document #: CFOPD-13-C-026C – Entigence Corporation - Due Date: June 17, 2018 POC: Peter Lloyd (email: peter.lloyd@dc.gov Telephone: 202-442-6431)	3338k	v. 1	Jun 7, 2018, 3:57 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 DCKV-2007-C-0001 - Notice of Sole Source and DF.pdf View Download	Title: Lock Box and Collection Services Document No.: DCKV-2007-C-0001 – Industrial Bank, N.A. Due Date: June 5, 2018 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	383k	v. 1	May 25, 2018, 10:54 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 PO-GF-2010-C-1089-DJ - UDC Collection Svcs Secondary - Williams & Fudge - Notice of	Title: Intent to Award Sole Source Determinations and Findings – University of the	2752k	v. 1	Jul 30, 2018, 1:58 PM	Chrishelle Minor (OCFO)

Sole Source and DF.pdf

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District of Columbia Collection Services (secondary) - Document #: PO-GF-2010-C-1089-DJ Collection Services - Due Date: August 9, 2018 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)

<input type="checkbox"/>	 PO-GF-2010-C-1090-DJ - UDC Collection Services Primary - ConServe - Notice of Sole Source and 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: August 9, 2018 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone 202-442-6431)	2782k	v. 1	Jul 30, 2018, 1:59 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 RQ974494-Catering Services-CenterplateNBSE-Intent to Award Sole Source.pdf View Download	Title: Catering Services Document #: RQ974494 Due Date: December 18, 2017 POC: Andrea Simpson (email: andrea.simpson3@dc.gov or telephone: 202-442-6347)	414k	v. 1	Dec 8, 2017, 10:50 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 RQ976149-Advertising Services-Source Media-Intent to Award Sole Source.pdf View Download	Title: Speaker Fees Document #: RQ976151 Due Date: December 18, 2017 POC: Andrea Simpson (email: andrea.simpson3@dc.gov or telephone: 202-442-6347)	411k	v. 1	Dec 8, 2017, 10:50 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 RQ976151-Speaker Fees-Moodys Analytics-Intent to Award Sole Source.pdf View Download	Title: Speaker Fees Document #: RQ976151 Due Date: December 18, 2017 POC: Andrea Simpson (email: andrea.simpson3@dc.gov or telephone: 202-442-6347)	414k	v. 1	Dec 8, 2017, 10:49 AM	Chrishelle Minor (OCFO)

Comments

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