

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	May 8, 2014
Response Due Date	May 19, 2014
Contract Number	CFOPD-05-C-019
Contract Description	<p>401(a) Defined Contribution Pension Plan Services</p> <p>Description: The Government of the District of Columbia (District), Office of Finance and Treasury (OFT) has an immediate need for the Contractor to continue to provide management of the record keeping, administration, participant communication and education services, investment management, trustee services, and the processing of Qualified Domestic Relations Orders for the District's 401(a) Defined Contribution Pension Plan401(a) for the Office of Finance and Treasury to allow the District to complete a competitive award process for these services.</p>
Vendor Name	ING Institutional Plan Services, LLC
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Anthony A. Stover, Contract Specialist anthony.stover@dc.gov 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-05-C-019

CONTRACTOR: ING Institutional Plan Services, LLC

CAPTION: 401(a) Defined Contribution Pension Plan Services

PROGRAM AGENCY: Office of Finance and Treasury

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 District of Columbia Office of the Chief Financial Officer, Office of Contracts (District) on behalf of the Office of Finance and Treasury (OFT) has an immediate need for the Contractor to continue to provide management of the record keeping, administration, participant communication and education services, investment management, trustee services, and the processing of Qualified Domestic Relations Orders for the District's 401(a) Defined Contribution Pension Plan 401(a) for the Office of Finance and Treasury.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price budgeted for the contract extension is \$2,500,000.00 from July 13, 2014 through March 1, 2015. 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

ING Institutional Plan Services, LLC was awarded Contract No. CFOPD-05-C-019 to provide 401(a) Defined Contribution Pension Plan Services for the Office of Finance and Treasury. The contract term ends July 13, 2014.

In preparation for a replacement contract, the Office of Finance and Treasury has developed requirements based on the latest industry standards to combine these services with the 457 Deferred Compensation Pension Plans into one contract to streamline these services required to obtain a more cost effective product with better service. The Office of Finance and Treasury also requires a 120 day transition period from the current Contractor to the new Contractor to ensure continuation of service while the services are being transferred. The improved requirements will be procured through a competitive process with an anticipated contract effective date of November 1, 2014. The District has a critical need for uninterrupted availability of services, as the District is required by law to provide 401(a) Defined Contribution Pension Plan services on a consistent basis. ING Institutional Plan Services, LLC 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 1, 2015, 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 PROGRAM HEAD**

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

Jeffrey Barnette
Deputy Chief Financial Officer - 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 the sole source extension of this contract.

Dorothy Fortune
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).

Joseph Giddis
Director
Office of Contracts






Date

DRAFT







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



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