

Intent to Award Sole Source Contracts

Title	Intent to Award Sole Source Contract Extension-Determination and Findings
Notice Date	February 28, 2024
Response Due Date	March 8, 2024
Contract Number	CFOPD-19-C-003
Contract Description	Delinquent Debt Collection Services Description: The District of Columbia Office of the Chief Financial Officer (OCFO) has a requirement for a Contractor to provide secondary collection services and an account receivables system for delinquent debt collection of non-tax debts owed to the Government of the District of Columbia.
Vendor Name	Harris & Harris, Ltd.
Procuring Agency	Office of the Chief Financial Officer, Office of Contracts
Point of Contact	Annmarie McQueen, Contract Specialist Annmarie.McQueen@dc.gov (202) 235-6867

**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-19-C-003

CONTRACTOR: Harris & Harris, Ltd.

CAPTION: Delinquent Debt Collection Services

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, 1701 and 2005.6(b)

2. MINIMUM NEED

The District of Columbia Office of the Chief Financial Officer (OCFO) has a requirement for a Contractor to provide secondary collection services and an account receivables system for delinquent debt collection of non-tax debts owed to the Government of the District of Columbia.

3. ESTIMATED REASONABLE PRICE

The estimated fair and reasonable price to extend the contract for one (1) six (6) month extension, plus two (2) three (3) month option periods for the service period of May 21, 2024, through May 20, 2025, is \$5,206,156.00, if the options are exercised. The estimated reasonable price is based on the contractor's rate and OFT's estimated usage. The contractor's rate is determined fair and reasonable as the rate for the period is a negotiated reduction from the rate awarded in the original contract.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

A. Harris & Harris, Ltd. is the incumbent contractor and has satisfactorily provided the requested service for five (5) years under Contract No. CFOPD-19-C-003. The contract was competitively awarded on May, 21, 2019, to Harris & Harris, Ltd. who responded to the preceding solicitation and was deemed qualified to provide all the requirements and the best value to the District. The contract term included one (1)

- year base and four (4) one (1) year options. The District has exercised the option periods of the contract through May 20, 2024.
- B. In preparation for a replacement contract, OFT developed requirements based on the latest District legislation regarding debt collections. The improved requirements were processed through a competitive procurement. However, no responsive proposal was received in response to the procurement. As such, the replacement procurement is being re-solicited through a competitive process. The resultant contract will require a period for transition of services to the enhanced requirements. The effective date of the service requirements may be May 21, 2025, due to potential steps in the procurement process and the necessary period to transition services to the enhanced requirements. As such, the contract is proposed to be extended for a one (1), six (6) month extension, and provide for the District, at its sole discretion, to further extend the period of the contract for up to two (2), three (3) month option periods. Therefore, the total extension of the contract is 12 months, in the event all options are exercised. The District has a critical need for uninterrupted services, as the contractor provides secondary collections services that includes on tickets issued for parking, moving, photo radar, and photo red light violations and remits the revenue directly to the District.
- C. The District requires continuity of services as the work is highly visible to the public and ensures District residents and visitors have an effective and efficient way to pay traffic violations. The contractor is uniquely qualified with demonstrated performance and the capacity to provide immediate and consistent services; as such, a market survey was not conducted.
- D. Therefore, it is necessary for the contract to be extended up to May 20, 2025, to allow for continuity of service and to allow time for the completion of the competitive procurement process for a new contract that best meets the District's needs and for transition of services to the enhanced requirements.

5. CERTIFICATION BY AGENCY HEAD

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

Carmen Pigler
D.C. 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.

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 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 Whisler Fortune, Esq., CPPO
Chief Procurement Officer/Director
Office of Contracts

Date