

## Intent to Award Sole Source Contracts

<b>Title</b>	Intent to Award Sole Source Contract Extension-Determination and Findings
<b>Notice Date</b>	<b>August 18, 2021</b>
<b>Response Due Date</b>	<b>August 28, 2021</b>
<b>Contract Number</b>	CFOPD-12-C-016
<b>Contract Description</b>	<p>University of the District of Columbia Trust Fund Investment Management services</p> <p>Description: The Office of Chief Financial Officer (“OCFO”), on behalf of the Office of Finance and Treasury (“OFT”), has a requirement for full fiduciary investment consulting services for the University of the District of Columbia Endowment.</p>
<b>Vendor Name</b>	Stifel, Nicolaus & Company, Inc.
<b>Procuring Agency</b>	Office of the Chief Financial Officer, Office of Contracts
<b>Point of Contact</b>	Peter Lloyd, Contract Specialist <a href="mailto:peter.lloyd@dc.gov">peter.lloyd@dc.gov</a> 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-12-C-016

**CONTRACTOR:** Stifel, Nicolaus & Company, Inc.

**CAPTION:** UDC Trust Fund Investment Management services

**PROGRAM AGENCY:** Office of the Chief Financial Officer

**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), has an on-going requirement for a Contractor to provide investment advisory services for the University of the District of Columbia's Endowment Fund.

**3. ESTIMATED REASONABLE PRICE**

The estimated fair and reasonable contract amount for this extension period from September 16, 2021 through September 15, 2022 is not-to-exceed \$200,000.00, 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 Finance and Treasury (OFT).

4. **FACTS WHICH JUSTIFY SOLE SOURCE EXTENSION OF CONTRACT**

Stifel, Nicolaus & Company, Inc. is the incumbent contractor and has satisfactorily provided the required services for over eight (8) years under Contract CFOPD-12-C-016. The contract was awarded on August 29, 2012 with a five (5) year base period and four (4) one (1) year option periods.

It is imperative that this contract is extended to ensure that the investment manager remains in place to manage the assets in the portfolio. As the portfolio includes assets covering a diversified mix of assets that require professional management oversight at all times to ensure that the portfolio meets Endowment objectives and is a position for any adverse financial market event.

The incumbent contractor, Stifel, Nicolaus & Company, Inc., is the only contractor with the capacity to provide continuous and uninterrupted services for the Trust Fund Endowment at this time. Sufficient time must be allowed for processing a new procurement for these services as well as time for a smooth transition to a new vendor with advanced service capabilities. To facilitate this new acquisition and maintain uninterrupted UDC Trust Fund Investment Management services, the contract will be extended through August 28, 2022.

The OCFO has a critical need to maintain uninterrupted endowment investment management and these services, furnished and administered by Stifel, Nicolaus & Company, Inc. are an integral part of the OCFO customer service commitment and it is critical that they are continuous and sustained.

As a result of the foregoing, it is necessary and prudent to extend Contract CFOPD-12-C-016 through August 28, 2022 to allow for continuity of services, execution of a new contract award and potential transition to a new contractor.

5. **CERTIFICATION BY AGENCY HEAD**

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

\_\_\_\_\_  
Carmen Pigler  
Deputy Chief Financial Officer and Treasurer

\_\_\_\_\_  
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, CPPB, CPPO  
Contracting Officer

\_\_\_\_\_  
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 § 2005.2(b).



\_\_\_\_\_  
Dorothy B. Whisler Fortune, Esq., CPPO  
Director of the Office of Contracts  
OCFO Chief Procurement Officer

\_\_\_\_\_  
Date

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## FY21 Sole Source Procurements

<input type="checkbox"/>	 16-C-016 - Intent to Award SS Extension.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Lottery Advertising Services No.: CFOPD-16-C-016 – MDB Communications, Inc. Due Date: June 25, 2021 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	217k	v. 1	Jun 15, 2021, 11:48 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD-16-C-016 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Lottery Advertising Services No.: CFOPD-16-C-016 – MDB Communications, Inc. Due Date: February 7, 2021 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	218k	v. 1	Feb 23, 2021, 10:56 AM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 CFOPD22-C-001 - Notice of Sole Source and DF.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings Parking Services Due Date: May 17, 2021 POC: Carla Roane email: Carla.Roane@dc.gov Telephone: 202-442-6452	198k	v. 1	May 7, 2021, 3:52 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 Intent to Award Sole Souce.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – OLG Business Portal & Maintenance Services - Due Date: September 28, 2020 @ 5:00 pm EDT - POC: Crystal Farmer-Linder (email: Crystal.farmer-linder2@dc.gov or telephone: 202-442-6424)	141k	v. 1	Sep 18, 2020, 4:29 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>	 Notice of Intent and DF for Sole Source - Contract CFOPD-12-C-016 - UDC Trust Fund Investment Mgmt Svcs - Stifel.pdf <a href="#">View</a> <a href="#">Download</a>	Title: Intent to Award Sole Source Determinations and Findings – UDC Endowment Investment Management services - Document #: CFOPD-12-C-016 - Due Date: August 28, 2021 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)	205k	v. 1	Aug 18, 2021, 5:20 PM	Drakus Wiggins
<input type="checkbox"/>	 Notice of Intent and DF for Sole	Title: Intent to Award Sole	204k	v. 1	Feb 23, 2021, 12:07 PM	Chrishelle Minor

Source - Contract CFOPD-15-C-015 - Call Center Upgrade S&M - Aspect.pdf  
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Source Determinations and Findings – Call Center Upgrade, Maintenance and Support Services - Document #: CFOPD-15-C-015- Due Date: March 5, 2021 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)

(OCFO)

<input type="checkbox"/>		<p>Notice of Intent and DF for Sole Source - Contract CFOPD-16-C-013A - Printing Production &amp; Publishing Svcs - Balmsr Inc dba HBP.pdf  <a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – Printing, Production and Publishing Services - Document #: CFOPD-16-C-013A- Due Date: December 28, 2020 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)</p>	204k	v. 1	Dec 17, 2020, 3:06 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>		<p>Notice of Intent and DF for Sole Source - Contract CFOPD-16-C-044 - WIC Program Mgmt Services - DXC MS LLC.pdf  <a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – Women’s Infants and Children’s (WIC) Program Management Services - Document #: CFOPD-16-C-044- Due Date: August 9, 2021 @ 5:00 pm EDT - POC: Peter Lloyd (email: peter.lloyd@dc.gov or telephone: 202-442-6431)</p>	208k	v. 1	Jul 29, 2021, 3:48 PM	Chrishelle Minor (OCFO)
<input type="checkbox"/>		<p>Notice of Intent DF for Sole Source - CFOPD-21-C-011 - AMEX Agreement - American Express Travel Related Services Company.pdf  <a href="#">View</a> <a href="#">Download</a></p>	<p>Title: Intent to Award Sole Source Determinations and Findings – AMERICAN EXPRESS CARD ACCEPTANCE - Due Date: November 27, 2020 @ 5:00 pm EDT - POC: Samira Davis (email: samira.davis@dc.gov or telephone: 202-442-6428)</p>	296k	v. 1	Nov 17, 2020, 10:31 AM	Chrishelle Minor (OCFO)

## Comments

You do not have permission to add comments.

