

**DETERMINATION AND FINDINGS**  
**FOR**  
**SOLE SOURCE EXTENSION OF CONTRACT**

**Contract No:** DCFL-2008-F-7012  
**Caption:** Warehouse Services  
**Proposed Contractor:** AECOM  
**Agency:** Department of Corrections

**Findings**

**1. Authorization**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)

**2. Minimum Need**

The Office of Contracting and Procurement, on behalf of the Department of Corrections is requesting to extend the sole source contract with AECOM to manage and operate Warehouse services functions to avoid a disruption in service. The Contractor currently manages and distributes supplies contained within the Central Detention Facility (CDF), Correctional Treatment Facility (CTF), and Central Cell Block, DOC Internal Affairs, DC General Hospital and Frank D Reeves Center (DOC Headquarters) and track the consumption of specific materials by each location.

**3. Estimated Fair and Reasonable Cost**

The estimated fair and reasonable price to provide the required services for the period January 1, 2016 through March 31, 2016 is \$180,000.00 based on current contract unit pricing and projected volume of transactions.

**4. Facts that Justify a Sole Source Procurement**

A. The Office of Contracting and Procurement has an active solicitation for warehouse services which was extended and will close December 12, 2015. The original date of closing for the warehouse solicitation was December 7, 2015. The plan was to receive a subcontracting waiver before publishing the solicitation. However, during the posting of the subcontracting waiver request on Department of Small and Local Business Development's (DSLBD) website, several CBE and SBE vendors contacted the Contracting Officer, stating that they could provide these services. Therefore, the solicitation was extended in order to provide interested parties, sufficient time to register in PASS, the District's procurement system, so that the District could electronically invite them to participate and respond to the solicitation. The extension would also allow participants to obtain

required business and other licenses, get income and unemployment taxation clearances, fill out required government documentation required to be submitted with their proposal, obtain insurance certifications, and if not a SBE or CBE contact DSLBD, to enable the participation in the required subcontracting effort. The extension also provides sufficient time for participants to prepare quality proposals, which will be in the best interest of the District.

- B. In preparing the solicitation a request for information was used as the primary source for market research. Two offerors submitted their information: however, as a result of change in executive management (Newly Appointed Deputy Director of Operations) the initial solicitation was put on hold as a new direction for warehouse services was being discussed, several requirements were removed and new requirements were added.
- C. AECOM is currently providing satisfactory services for the required warehouse services and is the interest of the District is uniquely positioned to ensure continuity of services.
- D. The Office of Contracting and Procurement expects to award a new contract for these services on or before March 31, 2015.
- E. A sole source contract is the only method to ensure that these services are provided without interruption. A sole source contract is the most advantageous method of fulfilling the District's need when price and other factors are considered. AECOM has agreed to provide services under the terms and conditions of the current contract with the same price offered.

**5. CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

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Thomas Faust  
Director  
Department of Corrections

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Date

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the 27 DCMR 1304, 1700, 1701 and 2005.6(b). I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

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Deborah J. White  
Contracting Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
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.

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George Shutter III  
Chief Procurement Officer  
Office of Contracting and Procurement

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Date