

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

**Contract No.:** CW33631  
**Caption:** Scanning, Preservation and Conservation of Legacy Paper Records and Book Indexes  
**Proposed Contractor:** SourceCorp BPS, Inc.  
**Program:** Department of Health, HIV, Center for Policy Planning and Evaluation (CPPE), Vital Records Division

**FINDINGS**

**1. AUTHORIZATION:**

DC Official Code §2-354.04, 27 DCMR 1304, 1700, 1701, and 2005.2 (b)

**2. MINIMUM NEED:**

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of DOH CPPE seeks to continue services on an existing contract with SourceCorp BPS, Inc., for completion of a project designed to preserve, conserve and scan its legacy paper record information project, which consists of birth and death indices ranging from the years 1800 through the late 1900s. The proposed required continuation of these services would be for the period from September 26, 2015, through September 25, 2016.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price for a sole source extension of this contract is not to exceed \$563,958.88, based upon fixed unit pricing.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

Pre the adaptation of the home rule in 1973, the District's archived records were stored in a fire-proof vault in a building used as the armory by students of the Business High School on 1<sup>st</sup> St NW between B and C Streets from 1905-1934. The vault is noted to have been exceedingly crowded with many stands of shelves containing dusty books and file cases, and also was claimed to have the "smell of aged things" (the *Evening Star*, October 1, 1905). These records later ended up National Archives, founded in 1934. The 1973 home rule, however, freed these records from federal confinement, where the birth and death records were later found in the care of the District Department of Health's (DOH) Vital Records Division. The historic records are in a significantly deteriorated state, and it was the Department's charge to restore them in order to rightfully make them available to the general public.

SourceCorp is currently performing complex preservation and conservation of these historical birth and death indices dating back to the 1800s. During the pre-award contract solicitation phase of this procurement, the records were stored in a manner which made it impossible for the neither the program nor potential vendors to identify the full nature of the considerable deterioration that had taken place over a span of several decades, and as such the complexity of the requirements was quite underestimated, causing the restoration project to take much longer than anticipated and a warranted delay in completion.

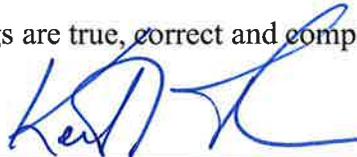
The Contractor is performing these preservation tasks at a sophisticated treatment facility in Pennsylvania where the documents have been shipped. Any disruptive movement of these delicate pages would cause significant damage to the in-process documents, as they are sensitive to movement, humidity and light. Such movement would lead to further deterioration of these historical artifacts. Furthermore, any interference in the current project schedule could potentially shutdown a significant portion of Vital Records Division customer service operations and fulfillment of resident requests to access personal and public documentation. Ultimately the District government must take responsibility for one of their most important and fundamental obligations: preserving, and providing access to public records that document the rights and privileges of the people who live in the District.

It will not be economical to use any other method of procurement which could result in higher costs and a longer procurement period, causing unacceptable delays in a critical project that supports the District's Vital Records Division. The historical documents are physically with the incumbent Contractor and should not be moved. They are held under secure, climate controlled environments to lessen further deterioration. No post-award market survey was conducted because there are no other vendors capable of completing this project without jeopardizing the transport of these historical documents. SourceCorp is the only vendor capable of completing the project without a disruption of the Vital Records Division's operations. The risks of moving these records in their fragile condition, in addition to denying the community access to public information, is not in the best interest of the District.

**5. CERTIFICATION BY AGENCY HEAD:**

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

9/14/15  
Date

  
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LaQuandra Nesbitt, MD, MPH  
Director, Department of Health

**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 cited authority. 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) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hakima Muhammad  
Contracting Officer

**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 303, 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). According, I determine that the District is justified in the sole source extension method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George A. Schutter  
Chief Procurement Officer