

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

AGENCY: Office of the Attorney General, Child Support Services Division

CONTRACT NO: CW37557

CAPTION: Establish and maintain the District's State Disbursement Unit (SDU) in support of the Child Support Enforcement Program.

CONTRACTOR: Systems and Methods, Inc.

FINDINGS

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 Contracting and Procurement (OCP), on behalf of the Office of the Attorney General, Child Support Services Division is seeking a contractor to establish and maintain the District's State Disbursement Unit (SDU) in support of the Child Support Enforcement Program.

The period of performance is from July 15, 2015 to October 14, 2015.

3. **ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price for the contract extension is \$840,000.00.

The estimated price has been developed based on the monthly average of the historical invoicing and Price Schedule associated with prices listed in the contract.

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

A. The District has a need for continued service of the District's State Disbursement Unit (SDU) in support of the Child Support Enforcement Program without interruption. In the case of an interruption of service, the District will be in violation of Federal Statutes (Title IV-D of the Social Security Act and The Personal Responsibility and Work Opportunity Reconciliation Act of 1996) that mandates the District to maintain a SDU. Therefore, OCP has developed a new solicitation to procure another multi-year contract for continued services to

maintain the District's State Disbursement Unit (SDU) in support of the Child Support Enforcement Program. However, the solicitation will not have produced a newly awarded contract prior to July 14, 2015 when the existing contract expires. Therefore, the District has a need to extend its present contract with SMI for a period of July 15, 2015 through October 14, 2015, allowing for the completion of the competitive procurement process to procure and maintain the District's State Disbursement Unit (SDU) in support of the Child Support Enforcement Program contract. Systems and Methods, Inc. will continue to provide the same tasks as presently outlined in Contract No. DCCB-2010-C-7002.

- B. System and Methods, Inc. is the only vendor that can provide these services to the District at this time without discontinuance of services that will cause the District's State Disbursement Unit (SDU) in support of the Child Support Enforcement Program to be without coverage.
- C. Public Notice of OCP's intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The new posting was submitted to OCP's website on June 11, 2015.
- D. No market survey was conducted seeing that System and Methods, Inc. is the only vendor capable of continuing these services.

5. **CERTIFICATION BY AGENCY DIRECTOR:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

Date

Benidia A. Rice , Deputy Attorney General/Director
Office of The Attorney General
Child Support Services Division

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 (PPRA) 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

Jeffrey Tisdale
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 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). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

Date

George Schutter
Acting Chief Procurement Officer