

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

**Program Agency:** Department of Corrections (DOC)  
**Contract No:** DOC-06-067-KEE  
**Caption:** Inmate Commissary Services  
**Proposed Contractor:** Keefe Commissary Network, LLC

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Government of the District of Columbia, Department of Corrections (DOC) needs the current contractor to continue to provide commissary services to its inmate population until a new contract is awarded. In order to minimize disruption to overall facility operations, it is essential that the District maintain an efficient commissary process.

The period of performance is September 1, 2014 through December 31, 2014.

**3. ESTIMATED REASONABLE PRICE:**

The estimated reasonable cost is \$316,850.00.

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

- A.** The current contract expires on August 31, 2014. OCP needs to extend the current contract to have sufficient time to complete and award a new contract.
- B.** On Friday, June 27, 2014, a contract extension letter was sent to the Contractor for four months of continued service under the current contract rates listed in latest price schedule for the existing contract. The Contractor concurred to the extension letter on July 1, 2014.
- C.** The Contractor agreed to commissary services to its inmate population at the current rates listed in the latest pricing arrangements for the existing contract. A contract modification will be issued on September 1, 2014 to extend the current contract.
- D.** Department of Corrections has a need for uninterrupted commissary services until a new contract is awarded. The District is in the acquisition planning stage of preparing agency program requirements to develop a new solicitation.

- E. Keefe Commissary Network LLC has been providing commissary services to inmate population at the Department of Corrections since 2007. The extension of this current contract is the only option now to ensure uninterrupted services to the inmate population. The District requires continuity of the current service as required by the agencies until a new competitive contract is awarded.
- F. Public Notice of OCP's intent to award a sole source extension to the current 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 July 9, 2014.

**5. CERTIFICATION BY AGENCY DIRECTOR**

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

\_\_\_\_\_

Date

\_\_\_\_\_

Thomas Faust  
Director  
Department of Corrections

**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 27 DCMR 1304 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

\_\_\_\_\_

Shafiq R. Choudhary CPM, CPPB  
Contracting Officer

**7. CERTIFICATION BY COMMODITY MANAGER:**

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 27 DCMR 1304 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

\_\_\_\_\_  
Angela Turner  
Commodity Manager

**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 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

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James D. Staton, Jr.  
Chief Procurement Officer