

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

CONTRACT NO: RQ839152

CAPTION: Services for Office Build Out

PROPOSED CONTRACTOR: Anacostia Management Company, Inc.

PROGRAM AGENCY: DC Department of Housing and Community Development

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Government of the District of Columbia, DC Department of Housing and Community Development (DHCD) has a need for a contractor to provide an office build out at its current location, 1800 Martin Luther King Jr., Ave., SE.

The build out is necessary to facilitate the need to relocate the DHCD's records from its current site located at DC General Hospital 1900 Massachusetts Ave, SE to our current location of 1800 MLK Jr., SE. The agency houses approximately 6,000 archive boxes. The records center was to be a temporary sight for DHCD. It's not cost effective to constantly retrieve files from the current site at DC General when there is an immediate need by staff.

3. ESTIMATED REASONABLE PRICE: \$18,071.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Government of the District of Columbia, DC Department of Housing and Community Development, has a minimum requirement to procure a services for an office build out.

Anacostia Management Company is the owner of the leased property, and per the lease agreement the landlord is the only entity to expand the premises on behalf of the tenant.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Michael Kelly, Director
DC Department of Housing and Community
Development

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 _____. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Vanessa Hardy
Agency Contracting Officer
DC Department of Housing and Community
Development

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.

Date

James D. Staton, Jr.
Chief Procurement Officer

