

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Contract No.: DCBE-2009-F-9996
Caption: Development of Classification System
Contractor: Deloitte Consulting, LLP
Agency: D. C. Department of Human Resources

FINDINGS

1. Authorization:

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

2. Minimum Need:

The District of Columbia Department of Human Resources has a need to modify the existing contract with Deloitte in order to complete the development of a new compensation system for approximately 16,000 union and nonunion employees under the direct personnel authority or control of the Mayor of the District of Columbia.

3. Estimated Reasonable Cost:

The estimated fair and reasonable cost is to provide the additional required services is \$1,542,053.32 bringing the total contract amount to \$2,918,119.00. The period of performance is August 1, 2012 – March 2014.

4. Facts Which Justify a Sole Source Contract:

- a. On March 16, 2009 OCP issued Solicitation DCBE-2009-R-9996 for the development of a new Classification and Compensation systems. A total of six (6) offers were received.
- b. After evaluation and review Deloitte was determined to be the most advantageous.
- c. The District was unable to successfully resolve terms, therefore issued a Task Order on Sole Source Basis utilizing Deloitte's GSA Contract effective November 19, 2009.
- d. During the course of work it became evident the District had significantly underestimated its need for classification.
- e. Deloitte Consulting LLP (Deloitte) is the incumbent contractor and has satisfactorily provided the required services.

- f. Continuity of services is essential to complete the remaining deliverables needed to implement the new classification system. In order to implement the new classification system additional work include:

Job Analysis; Draft Job Specifications Class Structure, Job Families

Final Job Specifications - 281 Benchmarks

Final Job Specifications – 692 Jobs

Draft of Preliminary Findings/Recommendations for new classification/

Job Value for Benchmarks and Non-Benchmarks

Allocation of Employees and Classification Policies and Appeal Process

Allocation of Employee

Classification Appeal Process -Draft

Classification Policies -Draft

Classification Policies and Appeal Process - Final

Job Evaluation System

Excel Version of JEM Model with all benchmark job evaluations

Excel Version of JEM Model with all job evaluations

Job Analysis Tool

PeopleSoft Version of JEM Model with all job evaluations available

Training Materials and Classification Project Training/

Draft Classification Training Materials

Draft Technology-specific Training Materials

Training Materials/Final

Classification Project Training

IT Capacity of Certification/No. 18 and Final Report of Findings and Recommendations

Technical Work Plan

Functional Requirements Specifications- Final

Complete initial Development of JEM in PeopleSoft

Complete initial Development of Job Specs in PeopleSoft

Creation of System Integration and UAT Test Scripts

Acceptance of System Integration Testing

Completion of User Acceptance Testing

IT Capacity of Certification

Final Report of Findings and Recommendations/

Additional months of Project Management

IT Option 2

5. Certification by Agency Head

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

Date

Shawn Y. Stokes
Director, Department of Human Resources

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

Deborah White
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 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 Staton
Chief Procurement Officer