

**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 \$164,761.61 bringing the total contract amount to \$1,985,286.61. The period of performance is May 16, 2012 – July 31, 2012.

**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