

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Contract No.: DCBE-2010-F-9997
Caption: Development of Compensation System
Contractor: Deloitte Consulting, LLP
Agency: D. C. Department of Human Resources

FINDINGS

1. Authorization:

D.C Official Code §2-303.05(a)(1) and Title 27 DCMR § 1705

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 \$36,067.81. The period of performance is August 1, 2012 – March 31, 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 compensation system. In order to implement the new compensation system additional work include:

Draft Compensation Plan Design and Draft of Prelim Findings/Recommendations for Wages/Ranges of the BM Jobs

Draft Compensation Plan Design

Draft of Prelim Findings/Recommendations for Wages/Ranges of the BM Jobs

Salary Ranges and Compensation Costing

Draft Salary Structures/Ranges

Compensation Costing

Salary Recommendations and Internal Salary Analysis

Salary Recommendations

Internal Salary Analysis

Final Compensation Plan and Design Compensation Policies

Draft Compensation Policies

Final Compensation Policies

Implementation Schedule Training Materials

Draft Compensation Training Materials

Draft Technology-specific Training Materials

Training Materials

Implementation Schedule

**Final Report of Findings and Recommendations Final Compensation Plan Design/
and Electronic Listing of the Allocation of Job Classes**

Electronic Listing of the Allocation of Job Classes

Final Compensation Plan Design

Final Report of Findings and Recommendations

Project Management

5. Certification by Agency Head

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

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

Date

Deborah White
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is feasible or practical to invoke the competitive bidding process under Section 303 of the District of Columbia Procurement Practices Act of 1985 (D.C. Law 6-85; D.C. Official Code 2-303.05). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

James Staton
Chief Procurement Officer