

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

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| CONTRACT NO: DCKV-2007-C-0001 |
| CAPTION: Lock Box and Collection Services |
| PROPOSED CONTRACTOR: Industrial Bank, NA |
| PROGRAM AGENCY: Department of Motor Vehicles |
| AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304, 1702 and 2005.6(b) |

1. MINIMUM NEED:

The Department of Motor Vehicles (DMV) is seeking the continued services of a contractor to provide secondary collection services. These services are highly visible to the public. Lock Box and Collection services are required to ensure District residents and visitors have an effective and efficient way to pay traffic violations.

2. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services is estimated at \$1,451,369.00. The estimated reasonable price is based on service rates under Option Year Three (3) of the current contract. The rates have been determined fair and reasonable based on current rates paid by the District.

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. Industrial Bank, NA is the incumbent contractor and has satisfactorily provided the requested services for a period of five (5) years. DCKV-2007-C-0001 was competitively awarded on June 13, 2007 to Industrial Bank, NA who responded to the Solicitation and was deemed qualified to provide all the requirements. This period includes a two (2) year base and three (3) one year options ending June 12, 2012.
- B. In order to prevent a service disruption the District has a need to extend its present Contract with Industrial Bank, NA to September 30, 2012 to allow for the completion of the competitive procurement process to procure a new Collection Service Provider.
- C. Industrial Bank, Inc. has the ability and existing staff to provide the required services.
- D. In addition, Industrial Bank, Inc has agreed to maintain the same negotiated price as the prices awarded in Option Year Four (4) price schedule in accordance with the Contract as described in Contract No. DCKV-2007-C-0001, Section B.2.2.3.

Based on the above facts, Industrial Bank, NA is the only organization that can provide the services required under the contract without causing a disruption in the service and without having a detrimental effect on the District

4. CERTIFICATION BY AGENCY HEAD

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

Date

Lucinda Babers
Director, Department of Motor Vehicles

5. 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 D. Staton, Jr.
Chief Procurement Office