

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

DETERMINATION AND FINDINGS FOR  
A SOLE SOURCE CONTRACT

REQUISITION NO.: 791438  
CAPTION: Pitney Bowes Mailing System  
PROPOSED CONTRACTOR: Pitney Bowes

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. **MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need:

- (a) The Government of the District of Columbia, Child and Family Services Agency (CFSA) has a need for a contractor to provide Pitney Bowes Mailing Services.

3. **ESTIMATED REASONABLE PRICE:**

\$7,140.00

4. **FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- (a) CFSA owns a Pitney Bowes DM 875 mailing system. Services needed to ensure that the mailing system is operational such as the software can only be purchased through Pitney Bowes the manufacture of the specific mailing systems.

5. **CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director

**CERTIFICATION BY CONTRACTING OFFICER**

6. 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 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

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief 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 bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice 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

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer