

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

CONTRACT NO.: RQ844259
CAPTION: Reconfiguration of existing RMU workstations
PROPOSED CONTRACTOR: BMD, Inc.
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need for the services of BMD, Inc. (BMD), to reconfigure two additional dual drops for the Records Management Unit (RMU) scanning and window workstations.

3. ESTIMATED REASONABLE PRICE:

\$14,750.00

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

BMD is currently performing installation and modification of workstations for the RMU. There is some additional work that needs to be done which was inadvertently omitted from the original scope of work. This additional work consists of labor and materials to install one (1) additional dual drop to be installed in the RMU fourth floor file room for the scanning workstations, and labor and materials to install one (1) additional dual drop to be installed in the RMU fourth floor file room for the window workstation.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Brenda Donald
Director
Child and Family Services Agency

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 27 DCMR 1304 and that no response was received.

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