

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

CONTRACT NO:	RQ645956
CAPTION:	Medical Records Storage
PROPOSED CONTRACTOR:	Recall Total Information Management
PROGRAM AGENCY:	DHCF

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED: October 1, 2011 to April 30, 2012.

The Department of Health Care Finance has a need for the continuance of the procurement of medical records storage. The records storage is used to store patient medical records for the former DC General Hospital.

Recall is an independent contractor certified by the DC Office of Public Records and the National Archives and Records Administration in the policies and practices of the DC and Federal Records Centers respectively.

3. ESTIMATED REASONABLE PRICE: \$15,852.00

The cost is based on current rate for records storage at this facility and previous storage rates/cost in the amount of \$2, 264.52 per month.

The total cost for continuing storage of the records for seven months commencing October 1, 2011 through April 1, 2012, 2011 is \$15,852.00.

The cost has been determined reasonable. A comparison was made against purchase orders for previous services.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Due to the closing of D.C. General Hospital in Year 2000, the Office of Contracting and Procurement (“OCP”), on behalf of the Department of Health, Health Care Safety Net Administration (HCSNA), sought an independent contractor certified by the DC Office of Publics Records and National, Archives and Records Administration in the policies and practices of the DC and Federal Records Centers respectively to store sensitive health records belonging to the Department of Health and DC General Hospital. In accordance therewith a solicitation was

developed to store paper records, health records in the form of x-rays, paraffin block histology specimens and related microscopic slide files.

Recall was issued a Purchase Order to provide annual services. The records were packed and indexed in cartons protecting their contents; the files were then removed and transported from DC General Hospital, Washington, DC and stored in a climate controlled environment located at the contractor's facility for future retrievals.

Since 2008 when the Department of Health Care Finance, (DHCF) became an independent agency, DHCF has continued to issue Purchase Order's to continue said services. Based on the above the contractor has continued to provide storage under various Purchase Order's until September 30, 2011.

Contractor currently maintains 524 boxes of sensitive health records and x-rays stored in folders in standard size archival boxes in a climate controlled environment at Contractor's facility.

As of October 1, 2011, DHCF has made a determination in accordance with the District's retention schedule that subject files may be destroyed in accordance with the following:

- a. DHCF worked with the William Branch, Chief Archivist of the Office of Public Records of District of Columbia has reviewed the files housed at the Contractor's facility and reviewed the "Request for Permission to Destroy Records" submitted from Laurie Rowe of the Health Care Operations Administration DHCF has approved DHCF request. Based on his review William Branch has authorized the proposed disposal of said x-ray records per the appropriate retention schedule citation. DCHF will be soliciting vendors to destroy the records over the next several months. The records will need to continue being stored at Recall until DHCF selects a vendor to destroy and move the records.
- b. DHCF will only need to continue storage space for four months. In accordance with the Office of Public Records DHCF is required to witness destruction of records being disposed and sign and date a "Witness to Destruction" form to be delivered to the Office of Public Records. It is required that each "Request for Permission to Destroy Records form submitted must have a companion "Witness to Destruction" form.

While DHCF seeks a qualified vendor to destroy the records, continued storage of these time-sensitive materials by Recall is more advantageous (cost and convenience) to the District and DHCF and in the best interest of the Government.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Director, Wayne Turnage
Department of Health Care Finance

6. CERTIFICATION BY CONTRACTING OFFICER:

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

Date

Jacquelyn Alpert
Contracting Officer
Department of Health Care Finance

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

Jerome Johnson
Office of Contracting and Procurement