

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

CONTRACT NO: RQ747989
CAPTION: Records Management
PROPOSED CONTRACTOR: Recall Total Information Management
PROGRAM AGENCY: DOH/OHCF
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1702

1. MINIMUM NEED:

The Office of Health Care Finance (OCHF) has an immediate need to continue with its existing supplier to store medical records and x-ray films until they are able to start transitioning to have the records moved to the Document Center where DC official records are maintained.

2. ESTIMATED REASONABLE PRICE:

The estimated reasonable cost is \$15,851.64

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Total Recall Information Management currently house years of files at their facility for the DOH/OHCF and in order to have them transferred to the Document Center it requires time and transitioning. DOH/OHCF is responsible for the upkeep its clients x-ray film and medical records from DC General Hospital and other DC Clinics. DOH/OHCF intentions are schedule the medical records picked up and then stored in a permanent archive facility in accordance with the DC Records Center guidelines. Therefore, it is in the best interest of the District of Columbia to continue services with Recall Total Information System Management until such transition occurs.

4. CERTIFICATION BY AGENCY HEAD

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

Date

Director, [Insert Agency]

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

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 Officer