

DETERMINATION AND FINDINGS
FOR
EXPERT & CONSULTING SERVICES

Agency: District Department of the Environment
Contractor: Saturn Resource Management
RQ Number: RQ741024
Caption: Consulting Services for the Weatherization Field Guide

Findings

1. Authorization

27 DCMR § 1901.1 & 1901.5

2. Minimum Need

The District Department of the Environment (DDOE) has a need for an experienced contractor to update the Weatherization Assistance Program's (WAP) Weatherization Field Guide.

3. Estimated Reasonable Cost

The estimated reasonable cost is \$19,825.00.

4. Facts which Justify use of an expert and consulting contract:

The contract for expert or consulting services rather than the use of District employees is in the best interest of the District for the following reasons:

- A. DDOE strongly believes that it is absolutely imperative that Saturn Resource Management continue to provide research and data collection work that is required to update the Weatherization Assistance Program's Weatherization Field Guide because of their extensive knowledge of the program.
- B. To disrupt the process with a new contractor will have an adverse effect on the updating of the Weatherization Field Guide for the District of Columbia with regards to cost, content, quality and time.

5. Certification of Agency Head:

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

Date

Christophe A.G. Tulou
Director

7. 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 statutory authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Robyn N. Johnson
Contracting Officer

DETERMINATION

Based upon the findings above, in accordance with D.C. Official Code § 2-303.05(a)(3) and Section 109 of PL 109-155, I hereby determine that the subject requirement may be acquired using the sole source method of procurement. The Contracting Officer has certified that the sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website and no valid responses were received regarding the posting (See attachment). It is further determined that the awards are in the best interest of the Government of the District of Columbia.

Date

Courtney Lattimore
Commodity Manager