

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Program Agency: Department of Employment Services (DOES)
Contract No: PO496884-V3
Caption: Auditing Services
Proposed Contractor: F.S Taylor & Associates, PC

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Department of Employment Services (DOES), Office of Worker's Compensation has a need for auditing services to detail the financial status of the woker's compensation Administration Fund and Special Fund for Fiscal Years 2012-2014.

3. ESTIMATED REASONABLE PRICE:

The cost is consistent with the rates in the previous contract. The estimated reasonable cost is \$73,050.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Workers' Compensation statute District of Columbia Workers' Compensation Act of 1979, requires the Director to file an annual audited financial report with the Council of the District of Columbia by March 1st. The report must detail the financial status of the Worker's Compensation Administration Fund and Special Fund of the preceding fiscal year. Although the submission of previous reports have been delayed, the department has submitted reports for FY 2004-2006, as well as FY 2007-2011as of Februry 2, 2015. F.S Taylor & Associates (FSTA), performed each audit for all of the above-mentioned fiscal years.

FSTA is a certified public accounting and management consulting firm with experience in performing audits for state and local governments, including the District of Columbia Government. The unique factors that qualify FSTA as the proposed contractor is that it is extremely familiar with the program and financial processes involved in these audits and has excellent knowledge of the District's financial systems. Moreover, the company possesses the experience and is uniquely qualified to meet the requirements of the remaining audits.

As stated above, the audit report is required to be filed by March 1, 2015. It is in the best interest of the District to award to FTSA to ensure the agency meet this urgent requirement. The firm will be able to complete the audit in the required timeframe of the Workers' Compensation statute in accordance with the program and District's financial systems. FSTA is the only Contractor available to continue providing the level of expertise, without experiencing an interruption in these critical services. FSTA has been satisfactorily providing these services since 2009.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Deborah Carroll
Director

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

Date

Angela Turner
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 to Section 402 or 403 of the 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

Nancy K. Hapeman
Interim Chief Procurement Officer