

Government of the District of Columbia

Department of Transportation



DETERMINATION AND FINDINGS FOR A SOLE SOURCE CONTRACT

CONTRACT NO.:

CAPTION:

Federal Highway Administration (FHWA) Prompt Payment Review

PROPOSED CONTRACTOR:

TreKnot Organization, LLC

PROGRAM AGENCY:

DDOT Office of Civil Rights

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, Department of Transportation (DDOT) Office of Civil Rights (OCR) has an immediate need for the services of TreKnot Organization, LLC. The minimum need is to continue to provide assistance to the DDOT OCR for the Federal Highway Administration (FHWA) Prompt Payment Review, with expected seven (7) month duration. FHWA has identified eight (8) federally funded projects to be reviewed for prompt payment. The program management, coordination and support services provided by TreKnot Organization shall support the efforts of the District Department of Transportation to facilitate the extensive request of documents made by FHWA.

3. ESTIMATED REASONABLE PRICE:

\$140,000.00

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. TreKnot Organization LLC (TreKnot) has an extensive history and expertise in providing consultant services in support of OCR's programs for over five (5) year. In compliance with 49 CFR Part 26 various mandatory reporting deadlines have been continually met or exceeded by TreKnot. During their work on this venture, the responsibilities entail collection, analyzing and interpreting of data as it relates to prompt payment.

- B. DDOT's OCR is charged with reporting data on a consistent and timely basis to the FHWA to ensure funding for its office as well as the DDOT as a whole. These reports are due to FHWA within the month and DDOT's adherence to this deadline warrants expediency in this matter.
- C. TreKnot is currently providing satisfactory services for the required professional services and is uniquely positioned to ensure continuity of services. Their expertise is and continues to be quality work acceptable by the FHWA.
- D. A delay in the approval of the sole source procurement will put at risk DDOT's continued need for funding from the FHWA on future funding for the OCR and its essential programs. Reporting by DDOT to FHWA on how their funds are being utilized for its transportation project alleviates audits which would subject the department to possible hold up on important federal-aided bridge, pavement restoration, sidewalk and resurfacing solicitations.
- E. Also, due to limited resources and the huge learning curve, it would be detrimental to OCR's mission if procurement to another entity whose expertise, although possibly qualified, were undertaken by DDOT. Procurement for bids at this point would require advertisement (7 to 21 days), receipt, evaluation and awarding of contract (30-60 days depending on consultant's required clearances' approval). By the time a contract was awarded, the deadline would have passed making it appear DDOT is not able to maintain continuity in support of our efforts.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Leif Dormsjo, Director
District Department of Transportation

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] [the response received was rejected because _____]. 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

George Schutter
Chief Procurement Officer