

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

CONTRACT NO:

CAPTION: Inventory Services

PROPOSED CONTRACTOR: BarTrax: Solutions

PROGRAM AGENCY: DC Department of Housing and Community

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The DC Department of Housing and Community Development (DHCD) has a need for a contractor to provide inventory services. The period of performance shall not exceed September 30, 2012.

3. ESTIMATED REASONABLE PRICE: \$7,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

BarTax: Solutions enhanced productivity through barcode technology which provides physical inventory of personal property and maintenance support of the installed Asset Mentor system. To conduct an inventory, records from the existing data base are downloaded to Intermec barcode scanners. The existing DHCD database is copied into an inventory system. Floor plans are used to identify the location of DHCD assets and track the progress of the inventory.

Bartrax personnel will inventory DHCD facilities to scan tagged items. Untagged assets that satisfy the criteria for reportable assets will be tagged, descriptions will be recorded, and the records will be added to the asset system. At the end of the inventory, a report of items in the DHCD database that are not located will be provided.

DHCD operates two material control systems developed by BarTrax: the Asset Mentor asset tracking system and Storeroom a supplies management system. There is a need to provide immediate training to new personnel to operate this Storeroom system and there is a need to provide maintenance for the asset tracking system. Bartrax is the Sole Source provider for the installed systems referenced above.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

John E. Hall, Director
DC Department of Housing and Community
Development

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

Vanessa Hardy
Agency 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

Vanessa Hardy
Agency Contracting Officer