

**DETERMINATION AND FINDINGS FOR
SOLE SOURCE PROCUREMENT**

Program Agency: Department of Motor Vehicles
Caption: Scanning, Imaging and Support Services
Proposed Contractors: ASPEN of DC Inc.

Authorization:

D.C. Official Code §2-354.04

Minimum Need:

The District of Columbia's Department of Motor Vehicles (DMV) has a need to continue Scanning, Imaging and Support Services.

Estimated Reasonable Cost:

The estimated reasonable cost is \$314,000.00

Facts Which Justify Sole Source Procurement:

The District of Columbia, Department of Motor Vehicles (DMV) presently use contract services from ASPEN of DC, Inc. to perform document scanning and imaging. DMV's scanning volumes are very high and require daily scanning to prevent backlogs and allow image accessibility. ASPEN has been providing scanning services for DMV for the past (3) three years. In accordance with the requirements of the new federal REAL ID Act, DMV had planned to bring the scanning process in-house by October 2011. However, due to delays in obtaining approval from the new administration for a Secure Credentialing System, equipment purchase delays and the need for employee training, DMV requires an extension of the existing contract with ASPEN.

Documents are presently collected and imaged in batch at the end of the day. However, under the REAL ID Act documents must be imaged at the counter during a DMV transaction and certain source documents must be returned to the customer.

ASPEN is the only vendor with requisite knowledge and experience of DMV documents and scanning requirements. Numerous types of documents must be imaged, verified, and linked with DMV DESTINY records. The learning curve for the scanning process is substantial. DMV must maintain continuity in services to prevent backlogs. Any interruption in the scanning service will have an adverse effect on DMV operations.

DMV expects to implement REAL ID during the upcoming fiscal year and it would be cost prohibitive to change vendors at this time.

CERTIFICATION BY THE AGENCY HEAD

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

Date

Lucinda Babers
Director, DMV

CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above finding 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

Priscilla Mack
Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the authority of D.C. Official Code § 2-354.04, it is hereby determined that the subject Sole Source contract be approved.

Date

James D. Staton Jr.
Chief Procurement Officer
Office of Contracting and Procurement