

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF A CONTRACT**

AGENCY: DC Department of Human Resources (DCHR)
CONTRACT NO: CW17263
CAPTION: DCHR Transformation and Assessment Services
PROPOSED CONTRACTOR: AON Consulting (AON)

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701, and 2005.6(b)

2. **MINIMUM NEED:**

The District of Columbia Department of Human Resources (DCHR) has a minimum need to continue to conduct and complete the comprehensive current state assessment of the District's HR services, culture, training programs, structure, processes, practices, technology, and functions until April 15, 2015. The period of performance is from August 23, 2014 to April 15, 2015.

3. **ESTIMATED REASONABLE PRICE:**

The estimated reasonable cost is \$77,661.00.

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- A. The current contract expires on August 23, 2014, and DCHR needs to extend the current contract to have sufficient time to allow the Contractor to complete the comprehensive assessment of the District's HR services.
- B. On June 11, 2014, a revised Statement of Work Section B, Contract Type, Supplies or Services and Price/Cost was sent to the Contractor detailing the additional CLINs needing completed during the continued services. The Contractor responded with estimated costs totaling \$77,661.00 to complete the services.
- C. DC Department of Human Resources has a need for uninterrupted services from the Contractor as they continue to perform the comprehensive assessment, training, and culture evaluation. DCHR plans are identified in CLINs 1007, 1008, 1009 and 1012

listed in the revised Section B of the contract. DCHR is in the final stage of these services and there will be no further funding provided to the Contractor.

- D. AON Consulting has been conducting this assessment, training, and culture evaluation for DCHR since August 24, 2012. The extension of this current contract is the only option now to ensure uninterrupted service to complete assessment, training, and culture evaluation. The DCHR requires the completion of these services.
- E. Public Notice of OCP's intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The new posting was submitted to OCP's website on June 18, 2014.

5. CERTIFICATION BY AGENCY DIRECTOR:

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

Date

Shawn Y. Stokes, Director
DC Department of Human Resources

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 Section 404(c) of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Shafiq R. Choudhary, CPM, CPPB
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 Section 303, 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

James D. Staton, Jr.
Chief Procurement Officer