

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

**AGENCY:** DC Office of Contracting and Procurement (OCP)  
**CONTRACT NO:** CW45604  
**CAPTION:** District of Columbia Office of Contracting and Procurement  
Standard Operating Procedures Manual/Users Guide  
**CONTRACTOR:** Business Promotion Consultants (BPC)

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

**2. MINIMUM NEED:**

OCP has an immediate need for an extension to Contract No. CW45604 with the current contractor, BPC, to continue drafting and formatting the standing operating procedures.

**3. PRICE:**

This is a no cost extension; therefore the price remains \$51,350.64.

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

A. In July 2016, OCP initiated the drafting and formatting of the standard operating procedures (SOP) with the BPC team. Since then, OCP has worked closely with the BPC team on identifying how OCP's procurement process can be strengthened, including (1) developing standard policies for its standard processes, (2) delineating key processes, procedures and implementing management best practices to guide acquisitions and (3) converting detailed established processes and procedures into a user manual, providing step-by-step how to instructions. To date, the BPC team has effectively worked on all aspects of the project, but was delayed at the direction of OCP.

B. Thus far during performance, the BPC team has developed unique insights and expertise in the District's procurement process and is the only practical and efficient source to complete the drafting and formatting of OCP's standing operating procedures within the required time frame, by the end of FY17.

C. Regarding reasonableness, since this is an extension of an existing contract the same rationale that applied at the time of award, is still applicable. The fair and reasonable price was established by OCP, via an in-depth cost/price analysis of the contractor's cost proposals to the District, and through the competitive process, and since this will

be a no cost extension, reasonableness is established moving forward for the extension. BPC is in agreement with revised terms, and are able to continue providing the services at the level of expertise that is required.

D. It is in the best interest of the District to continue services utilizing the current contractor, given BCP's familiarity and knowledge of the project and the materials, and the established all relationships with agency stakeholders.

**5. CERTIFICATION BY CONTRACTING OFFICER:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Todd Allen  
Contracting Officer, Government Operations

**6. CERTIFICATION BY DEPUTY DIRECTOR:**

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 process under either Section 402 or 403 of the District of Columbia Procurement Practice 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

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Dr. Michael Wooten  
Deputy Director for the Office of  
Contracting and Procurement