



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE PROCUREMENT**

**CONTRACT NO:** DCKG-2011-C-0256  
**CAPTION:** Follow-up Spring Valley Health Study  
**PROPOSED CONTRACTOR:** Johns Hopkins Bloomberg School of Public Health  
**PROGRAM AGENCY:** Department of Environment (DDOE)

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The District of Columbia Office of Contracting and Procurement, on behalf of the District Department of the Environment (DDOE), Environmental Services Administration, Toxic Substances Division (“District”) is seeking a contractor to conduct a follow-up health study in Spring Valley, a neighborhood in northwest DC.

**3. ESTIMATED REASONABLE PRICE:**

\$28,238.80

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

The original contract with Johns Hopkins was not completed due to extensive delays that prevented the vendor from obtaining necessary data needed to review the structure and content of a public health survey. These delays made it impossible to complete the project by the contract end date and the funding vehicle under which these services were to occur expired. The original contract cost was \$250,000. To date, \$221,761.20 (nearly 90% of contract cost) has been paid. The current requisition is to extend the contract and spend the remaining \$28,238.80 allowing the remaining services to be completed. It is in the best interest of the District to allow Johns Hopkins, who has already completed a majority of the research needed, to finalize an analysis of responses to the public survey and to complete the final report. No market survey was completed because the cost represents was the remaining balance on the contract regarding work that was yet to be finalized.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, [Insert Agency]

**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. 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

\_\_\_\_\_  
James D. Staton, Jr.  
Chief Procurement Officer

## **INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE PROCUREMENT**

### **1. AUTHORIZATION**

D.C. Official Code §2-354.04; There is only one source for the required goods or services. Cite 27 DCMR 1304 and 27 DCMR 1700 and 1701 as applicable.

### **2. MINIMUM NEED**

Describe the program agency's requirement for a stated minimum need (scope of work) and time frame within which work must be performed. List in detail the precise nature and scope of the services or supplies required. The time frame must be justified in detail when sole source justification is time based.

### **3. ESTIMATED REASONABLE PRICE**

The estimated price of the contract (the amount the contractor is anticipated to receive).

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

Indicate the facts which establish that there is only one available source. You **must** include the unique nature of the proposed procurement, the proposed contractor's unique qualifications or any other factors that qualify the proposed contractor as a sole source for the procurement.

You **must** include a description of the market survey or the reason why a market survey was not conducted.

You **must** include a list of the potential sources that you contacted, and if none a discussion of why not. Discuss which potential sources expressed an interest in the procurement and describe their interest and why they were rejected.

### **5. CERTIFICATION BY AGENCY HEAD**

The head of the program agency, by signature, certifies factually the findings.

### **6. CONTRACTING OFFICER CERTIFICATION**

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

## **7. DETERMINATION**

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars (\$5,000).

### **INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE EXTENSION OR RENEWAL PROCUREMENT**

Use the same D&F template with the following changes:

1. Replace the heading with:

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

2. Replace the Authorization with:

1. **AUTHORIZATION:**

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