

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

CAPTION: Continuing IT Development Support Services
CONTRACTOR: Limbic Systems
PROGRAM AGENCY: Department of Consumer and Regulatory Affairs (DCRA)

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP), on behalf of the Department of Consumer and Regulatory Affairs (DCRA) is seeking to extend services with the current vendor, Limbic Systems to continue providing software development support services for the following applications: Project Dox, FileNet, CPMS. DCRA is re-competing this work and requires continuation of services to avoid disruption of services until the new contract is awarded.

3. ESTIMATED REASONABLE PRICE:

The estimated cost for the extension period is \$40,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

DCRA serves as a regulatory agency for a variety of industries that include beauty, construction, entertainment, housing, mortuary services and retail sales. The agency offers a peek into the District's economic future through its issuance of business licenses, professional licenses, permits and corporate registrations. The bulk of these documents are requested and distributed through several of the agency's online portals while some customers prefer in-person interaction at the permit center. Customers also utilize intermediaries to act on their behalf.

In addition to this service, DCRA also enforces codes and standards through inspections, investigations, citations, denials, revocations and suspensions. These corrective actions are used to encourage pro-social behaviors to protect consumers from bad business practices and residents from unsafe housing conditions.

DCRA currently uses the Project Dox system to facilitate plan reviews, Abacus to manage cases before the Office of Administrative Hearings (OAH), FileNet to provide online availability of permitting information.

DCRA has also developed and application program interface (API) library which allows separate systems to share data via a standard uniformed REST based web service architecture.

The agency's existing and newly developed customer relationship management (CRM) systems utilize this API to allow interoperability with DCRA land management permitting system (Accela).

Disruption of these services would have a significant impact on DCRA's ability to service our customers, especially in the area of permit issuance. It would also delay the implementation of the new CRM system. Extending a continuation of these services until the new contract is awarded would allow DCRA's work to continue without interruption.

DCRA is working with OCP/OCTO on a new solicitation and extending these services would support the agency as we work to issue a new contract. OCP/OCTO's timeline to formulate a new contract is pending; we hope to award by 2nd week of January.

5. CERTIFICATION BY AGENCY HEAD:

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

12/16/19
Date

Ernest Chrappah
Ernest Chrappah, Director, DCRA

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 responses were 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

George A. Schutter
Chief Procurement Officer