DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF CONTRACT

AGENCY:	DC OFFICE OF HUMAN RIGHTS
CONTRACT NO.:	DCPO-2012-B-0067 (CW32813)
CAPTION:	Translation & Interpretation Services
PROPOSED CONTRACTOR:	Dupont Computers Inc.

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP) on behalf of the DC Office of Human Rights (OHR) is seeking to extend the current citywide contract (DCPO-2012-B-0067/CW32813) with the current vendor, Comprehensive Language Center, Inc to continue to provide translation and in-person interpretation services for a period of four (4) months.

3. ESTIMATED REASONABLE COST:

The estimated cost for the extension period is as follows:

CW32813: $350,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. OHR is requesting an extension of the citywide contract to ensure continuity of services for District agencies who utilize this contract for document translation and face-to-face interpretation services and avoid disruption as agencies use these services daily in their interactions with limited and non-English speaking customers.

B. The vendor selected to provide translation and face-to-face interpretation services under this contract have been doing so for the last 5 years. The contract will expire in Option Year Four (OY4) of the current contract. The contract expiration date is as follows:
   - **Dupont Computers, Inc. CW32813, term expires September 15, 2017**

C. The execution of this sole source contract extension shall permit the continuation of services from the vendor without interruption, and allow District government agencies to remain in compliance with Title VI of the Civil Rights Act of 1964 and the D.C. Language Access Act of 2004 which mandate the provision of oral interpretation services and the translation of vital documents into foreign languages.

D. OHR is required to "ensure that the delivery of services by covered entities meets acceptable standards of translation and interpretation by providing information to the Office of Contracting and Procurement ("OCP") to assist in the development of a quality procurement process." Therefore through a citywide contract and this extension, OHR is helping to ensure that District agencies can receive services through a vetted contractor with a quality assurance plan to comply with their legal requirements.

E. This sole source extension will allow OHR to continue working with OCP to develop and issue an RFP for a competitive procurement in selecting new vendors who can provide the optimal language services to District agencies in regards to both quality assurance and new technology. This extension will further allow OHR to work with District agencies in preparation of a transition period from the current vendor to new vendors if needed.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

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Monica Palacio Date
Director
DC Office of Human Rights

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 extension of contract as a method of procurement under the cited authority. I certify that the notice of intent to award a sole source extension of contract was published in accordance with section 404 (c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354-04). I recommend that the Chief Procurement Officer approve the use of the sole source extension for this proposed contract.

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James A. Webb, Jr. 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 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 extension of contract as a method of procurement.

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George A. Schutter, III
Chief Procurement Officer

Date