

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

AGENCY: Department of Motor Vehicles (DMV)

CONTRACT NO.: POKV-2006-C-0064

CONTRACTOR: Xerox State and Local Solutions, Inc.

CAPTION: Ticket Processing Contract Extension

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304 and 1702

2. MINIMUM NEED:

The District of Columbia, on behalf of the Department of Motor Vehicles, has a need to continue ticket processing services on a sole source basis for the period from January 3, 2015 through January 2, 2016. The services are currently provided under a one year sole source contract awarded to Xerox State and Local Solutions Inc. under contract POKV-2006-C-0064. The services are required to support the issuance and adjudication of parking infractions, civil moving infractions, and infractions recorded from the automated traffic enforcement system. In total, over 20 public safety entities in the District are supported by the system and its associated services. Total revenue generated by all of these entities in FY14 was over \$144 million.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract is \$10,260,000.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The current contract for ticket processing services was previously extended for a one-year period through January 2, 2015.

An additional sole source contract extension is needed to ensure continuation of the services provided by the Contractor following the expiration of the current contract extension period in an attempt to maintain the continuity of services for the preparation of the ongoing competitive solicitation to be posted at a future date. Without an extension of the current contract, services will lapse. In total, over 20 public safety entities in the District are supported by the system and its associated services. Services provided under the contract have been satisfactory.

In 2012, the Office of Contracting and Procurement solicited a replacement contract but no responsive bids were received. Efforts were subsequently made by DMV to identify potential bidders and generate interest, and an updated solicitation was forwarded to OCP. After legislation was introduced that would transfer the adjudication services function out of DMV the solicitation was placed on hold. Now that DMV has been informed that adjudication services will for the time being remain in that agency, the solicitation is again moving forward. In the interim, it will be necessary to continue ticket processing services on a sole source basis.

The anticipated costs to the District will be fair and reasonable. A limited survey of similarly sized jurisdictions was performed by the Department of Motor Vehicles and current contract pricing compares favorably to those jurisdictions. The survey included Denver, San Francisco, Milwaukee, Philadelphia and Boston. The current price per ticket in those jurisdictions ranges from \$2.07 to \$3.54, with four of the five jurisdictions having a higher price per ticket than the District, which currently pays \$2.51 for the first million tickets; \$2.38 for the second million tickets; and \$2.21 for any issuance above two million.

Continuation of services with the current Contractor during this period is requested because:

- (1) The Contractor has provided similar services to the District continuously since 1985;
- (2) The ticket processing program is operating effectively;
- (3) It is not feasible to seek other sources to implement and perform the contracted services prior to the expiration date;
- (4) Many of the contracted program applications have been developed or modified specifically for the District and would be complex and time-consuming to replace; and
- (5) The services provided under this contract are essential to traffic and parking enforcement and the revenue generation of over \$144 million annually. Failure to continue the services would result in the inability to enforce on-street infractions and to collect this revenue.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Lucinda Babers
Director
Department of Motor Vehicles

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 either [no response was received] or that [the responses received was rejected]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Contracting Officer
Chris Yi

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.

James Staton