

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

CONTRACT NO: CW85843
CAPTION: Provider Data Management System
PROPOSED CONTRACTOR: MAXIMUS
AGENCY: Office of Contracting and Procurement
PROGRAM AGENCY: Department of Health Care Finance

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Health Care Finance (“the District”), needs for a Contractor to serve as the District’s Provider Data Manager. The Provider Data Manager shall provide and administer a Provider Data Management System (PDMS) which is to include a provider enrollment and credentialing component, as well as Provider Support Services for eligible District providers.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable cost shall be based on the established contract and rates provided in the selected firm(s) proposal. The period of performance is from January 7, 2021 through January 6, 2022.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The following facts justify the Sole Source Procurement:

- A. As a result of a competitive procurement MAXIMUS was awarded the contract to serve as the District’s Provider Data Management System and Services (PDMS) Manager. MAXIMUS currently provides and administers a PDMS with Services and Support components. These services include manage provider information, terminate provider, manage provider grievance and appeal, manage provider communication, perform provider outreach, determine provider eligibility, enroll providers, disenroll providers and inquire provider information. MAXIMUS processes the provider enrollment services using software that is proprietary to their company.

- B. MAXIMUS' software must be used for the contract services referenced above because MAXIMUS designed and built the PDMS using their platform and software according to the District's specifications. MAXIMUS designed the software to ensure that the PDMS delivered immediate access to the District's Medicaid provider's enrollment needs. It delivered timely and accurate provider enrollments as well as the re-enrollment of District providers, and minimize any disruption in agency operation.
- C. It would be prohibitive in terms of time and cost for the District to use software other than MAXIMUS'. To use off-the-shelf software instead of MAXIMUS' software, the District would inherit an insurmountable cost to have a new vendor significantly modify the current software to meet the District's needs and specifications.
- D. To avoid disruption of this essential service the District has determined it is in the best interest to enter into a Sole Source Contract with MAXIMUS to continue providing provider enrollment services as defined under the original contractual agreement. The sole source contract of these services is proposed for a one (1) year base period, with one (1) year option period starting January 7, 2021, and ending on January 6, 2022. All mandatory terms and conditions shall be enforced and remain the same.
- E. Due to time constraints it is not feasible to conduct a competitive procurement and award a contract prior to the expiration date. The sole source award ensures continuation of service while the District prepares a solicitation for competition and award of a contract with a four-year base and one option year upon Council approval.
- F. Public Notice of OCP's intent to award a sole source contract was posted to OCP's website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on October 1, 2020, with no response.
- G. MAXIMUS has performed the required services satisfactorily since it was awarded the contract.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Wayne Turnage
Director, DHCF

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. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Helena C. Barbour
Contracting Officer

7. CERTIFICATION BY CHIEF CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Date

Wil Giles
Chief 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 III
Chief Procurement Officer