

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Contract No.: RQ777469
Caption: Actuarial Review of Rates
Contractor: Cheiron, Inc.

Agency: D. C. Department of Human Resources

FINDINGS

1. Authorization:

D.C. Official Code § 2-303.5 (a)(1) and 27 DCMR § 1701

2. Minimum Need:

The Department of Human Resources (DCHR) has a need for an actuarial firm to provide actuarial and consulting services related to employee benefits and retirement plans and that has subject matter expertise with regard to benefits and retirement plans, preferably, the specifics of the District's plans. The proposed contract period performance will be from date of award through September 30, 2012.

3. Estimated Reasonable Cost:

The estimated reasonable cost is \$11,000 based on the hourly rates established on GSA Schedule GS-23F-0025P and the anticipated hours of work estimated by DCHR.

4. Facts Which Justify a Sole Source Contract:

1. The contractor has a federal supply schedule contract for actuarial services GS-23F-0025P.
2. The contractor has a detailed understanding of the District's benefits and retirement system, having worked on the previous employee benefit consultant services agreement number: DCBE-2011-A-1715. The contractor is already in possession of census data relevant to the services that need to be performed prior to the end of the year and into the upcoming fiscal year. The Contractor has developed a fiscal impact calculator tied to the District's retirement plan.
3. The sole source contract is the most advantageous method of fulfilling the District's need, when price and other factors are considered.
4. In deciding to use the Contractor, I have taken into account the District's need for actuarial services to ensure uninterrupted available health benefits for District employees and the potential negative impact of re-solicitation at this time. The District requires immediate services to ensure that employees have health insurance coverage authorized by legislation. DCHR is mandated to have contractual health benefit coverage in place. The Contractor is the only firm with the unique experience to assist DCHR in this effort.

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.

Date

Shawn Stokes
Director, Department of Human Resources

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 posted on the OCP website and no valid responses were received regarding the posting.

Date

LaTasha Moore
Agency Contracting Officer

Determination

Based upon the findings above, in accordance with the cited authority, I hereby determine that is not feasible or practical to invoke the competitive bidding process under Section 303 of the District of Columbia Procurement Practices Act of 1985 (D.C. Law 6-85; D.C. Official Code § 2-303.03). Accordingly, with D.C. Official Code Section 2-303.05 (a)(1) and 27 DCMR, Chapter 17, Section 1702.1, it is determined that the District is justified in using the sole source method of procurement.

Date

LaTasha Moore
Agency Contracting Officer