**DETERMINATION AND FINDINGS**

**FOR A**

**SOLE SOURCE PROCUREMENT**

**PROPOSED CONTRACT NO:** CW81741

**CAPTION:** Loan Services

**CONTRACTOR:** AmeriNational Community Services dba/ AmeriNat

**PROGRAM AGENCY:** Department of Housing and Community Development

**FINDINGS**

1. **AUTHORIZATION:**

DC Official Code §2-354.04, 27 DCMR §§1304, 1700, and 1701

**2. MINIMUM NEED:**

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of Department of Housing and Community Development (DHCD) has an immediate need for the incumbent contractor, AmeriNational Community Services dba/ AmeriNat, to transition the current loan services after the current contract CW78371 expires on April 30, 2020 until fully closeout all District’s loan records. AmeriNat has performed satisfactory loan services at the DHCD since 2014.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair reasonable not-to-exceed total price: $885,286.60.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

1. The current loan services being performed under contract CW78371 expires on April 30, 2020.
2. Originally, Tax Credit Asset Management (TCAM) was awarded a new contract on October 1, 2019 for one-base year period and four one-year options after receiving DC Council approval. Due to the protest CAB no. P-111 filed against the contract award on October 2, 2019, the Contracting Officer ceased work performance and suspended all activities under the new contract.
3. After resolution achieved from the DC Contract Appeals Board, the new contractor was directed to resume work performance. The Contracting Officer issued a new effective date of the contract on February 3, 2020.
4. DHCD needs loan services activities and all loan file records to achieved a smooth and timely transition from the AmeriNat to the newly awarded contractor. AmeriNat is the only contractor that has the institutional knowledge regarding the programs, established stakeholder relationships and adequate resources and personnel at the DHCD to provide the services without any interruption during this transition of confidential loan records.

Until the transitional and closed out services is completed, a sole source award to AmeriNat is the only way to ensure that the District does not experience an interruption of services. Any disruption in service would jeopardize the District’s effort to provide the current loan services for its current and future amortized and deferred loans for eleven housing assistance and rehabilitation programs in the District of Columbia.

**5. CERTIFICATION BY AGENCY HEAD:**

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

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Date Mary R. (Polly) Donaldson

Director,

Department of Housing and Community Development

**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 contract method under the cited authority. I certify that the notice of intent to award a sole source contract extension 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). No responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract action.

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Date Heather Reynolds

Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, it is further determined that the District is justified in using the sole source method of procurement for this proposed sole source contract is in the best interest of the District of Columbia.

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Date George A. Schutter

Chief Procurement Officer

Office of Contracting and Procurement