

**DETERMINATION AND FINDINGS
FOR A
SINGLE AVAILABLE SOURCE PROCUREMENT**

AGENCY: Homeland Security & Emergency Management Agency

REQUISITION NO: RQ757024

CAPTION: "It's A Disaster" Preparedness, Prevention and First-Aid Manual

CONTRACTOR: Health & Safety Info Corporation DBA/ FedHealth

FINDINGS

1. AUTHORIZATION:

Sec. 305(a)(1), D.C. Official Code 2-354.04, and 27 DCMR 1702.2

2. MINIMUM NEED:

DC Homeland Security and Emergency Management Agency (HSEMA) Mitigation Program supports numerous agency community education and outreach activities in an effort to promote all-hazard awareness, preparedness and prevention measures. Given increased community demand for emergency management information, HSEMA has an immediate need to reprint publications for community distribution. The most immediate need for the publications will be to support ongoing community education efforts and the conduct of specialized stakeholder forums involving District agencies and the private sector.

3. ESTIMATED REASONABLE COST:

\$75,000.00

4. EXPIRATION DATE:

This Single Available Source Determination and Findings will expire on September 30, 2012.

5. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:

- a.** DC Homeland Security and Emergency Management Agency requires customization of preparedness and prevention publications with specific detailed lettering, resizing and replacement of the general cover to include the HSEMA and District Government indicia. In addition, there are approximately twelve (12) customized pages that

promote District emergency management programs, including the DC Floodplain Management Program, evacuation protocols, sheltering, registration for the public emergency notification system (Text Alert), etc.

- b. This publication is distributed as a public service for District residents, visitors, public and private sector employees. The unique contents of publication include District-specific customization and detailed preparedness and mitigation measures to address multiple hazards.
- c. FedHealth is a sole-source small business, the author, and owns the copyright for the requested publication. It is the only organization that is capable of completing District-specific customization of the guide.
- d. Public Notice of OCP's intent to award a single available source/sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The posting was submitted to OCP's website on December 9, 2011.

6. CERTIFICATION BY AGENCY DIRECTOR

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

Millicent W. West
Director

Date

7. CERTIFICATION BY THE CONTRACTING OFFICER:

Public Notice of OCP's intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The posting was submitted to OCP's website on December 9, 2011.

I have reviewed the above findings and certify that they are sufficient to justify the of this sole source contract under the cited authority. I recommend that the Chief Procurement Officer approve this sole source contract.

John R. Dean
Contracting Officer

Date

DETERMINATION

Based on the above findings and in accordance with Sec. 305(a)(1), D.C. Official Code 2-354.04, and 27 DCMR 1702.2, I hereby determine that the subject contract may be procured using the single available source method of procurement. It is further determined that the awards are in the best interest of the Government of the District of Columbia.

James D. Staton, Jr.
Chief Procurement Officer

Date