

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

CONTRACT NO: DCPO-2012-C-0245
CAPTION: Citizen Summit
PROPOSED CONTRACTOR: America Speaks
PROGRAM AGENCY: Executive Office of the Mayor (EOM)

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Executive Office of the Mayor is seeking a contractor with the expertise and the experience to design, implement, facilitate, and manage logistics, of a citizen summit to accommodate approximately 1500 or more DC residents on February 11, 2012. The contractor will engage citizens and DC government policy makers and provide feedback from these groups to set budget priorities and develop fiscal policy. The contractor will manage all aspects constituent registration, translation services and other meeting production requirements. During the citizen summit, residents will have the ability to vote electronically on budget priorities they deem most important. The conclusion of the citizen summit will result in a full report of the resident's feedback on budget policy decisions to be utilized by the Executive Office of the Mayor.

3. ESTIMATED REASONABLE PRICE:

\$700,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. America Speaks is a 501(C) 3, not for profit organization committed to engaging citizen voices in local, regional and national governance in new ways. It promotes citizen governance, democratic deliberation and collaborative, partnership-based leadership.
- B. America Speaks has conducted over 6 summits specifically geared towards the District budget priorities. There is no other vendor with the experience of conducting citizen summits for the District of Columbia government.
- C. America Speaks has the familiarity with the District government and capability to deliver its services by effectively collaborating with the Office of the Mayor, the budget director, the one city performance team, other District agencies and District residents to provide

comprehensive understanding of the proposed budget to constituents and feedback from District residents to District government. In addition, the entity is the only firm with the capability of facilitating electronic voting during the summit which allows residents to provide instantaneous feedback various topics of concern.

- D. America Speaks has the ability to facilitate a summit to accommodate between 1,500 and 2,000 residents with limited start-up time. No other vendor has the capacity to provide the full scale planning and implementation of a large scale citizen summit of this magnitude by the required deadline.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Christopher K. Murphy
Chief of Staff, Executive Office of the Mayor

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

Date

Courtney Lattimore
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

James D. Staton, Jr.
Chief Procurement Officer