

DETERMINATION AND FINDINGS
FOR SINGLE AVAILABLE SOURCE PROCUREMENT

Agency: Department of Health Care Finance
Contract No: RQ 730330
Caption: Medical Records Storage
Contractor: Recall North American

FINDINGS

1. AUTHORIZATION:

D.C. Official Code Sec. 2-303.05(a)(1) (2001) and Title 27 DCMR 1702.1.

2. MINIMUM NEED:

The Department of Health Care Finance has an on-going need to store the medical records of former DC General Hospital patients.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is \$5,223.72 and the period of performance is from October 1, 2011 through December 31, 2011.

The price is based on current rate of \$1,741.24 per month for record storage.

The cost has been determined reasonable. A comparison was made against purchase orders for previous services.

4. FACTS WHICH JUSTIFY SINGLE SOURCE AWARD

Prior to the closing of D.C. General Hospital a contract was awarded Washington Archives & Storage, Inc. effective February 2, 2000 to provide storage for records and materials from D.C. General Hospital. After the closing of the D.C. General Hospital facility based on contractor reorganization services continued through Recall North American via purchase order.

Contractor currently maintains 524 cartons in storage and approximately 2000 linear square footage of open file Radiology jackets entirely. The majority of the cartons are year 2000 and older and the radiology jackets are from the 1980's and 1990's.

Mr. William Branch, Chief Archivist of the Office of Public Records of District of Columbia has reviewed the files housed at the Contractor's facility and approved the "Request for Permission to Destroy Records", (Attachment No. 1), to destroy by shredding 504 documents based on the Records Management Program, Records Retention Schedule (Attachment No. 2) attached hereto.

The remaining files may continue to be stored at contractor's facility until a determination has been made to remove said documents from the climate control environment and/or transfer them to the Federal Records Center no later than December 31, 2011. Contractor shall provide a reduced monthly storage rate in the event there are documents remaining in contractor's facility.

Recall North America has provided a quote in the amount of \$5,223.72 for destruction of the records. Based on Contractor's quote DHCF is entitled to silver reclamation once the radiology films are destroyed.

The continued storage of the remaining time-sensitive materials by Recall North America is more advantageous (cost and convenience) to the District and DHCF is in the best interest of the Government.

5. CERTIFICATION BY AGENCY DIRECTOR:

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

Date

Wayne Turnage, Director
Department of Health Care Finance

DETERMINATION

I hereby determine based on the above-certified findings, it is in the best interest of the District of Columbia to procure the services, equipment, and supplies through the proposed single available source method of procurement, in accordance with D.C. Official Code 2-303.05(a)(1) (2001) and Title 27 DCMR Chapter 17, Section 1702.1.

Date

Courtney Lattimore
Contracting Officer
Office of Contracting and Procurement