

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

**AGENCY:** Department of Human Services

**REQUISITION NO:** RQ760869

**CAPTION:** Repair of Office date Stamp Machines, Folder Sealers, Bursters and Shredders

**CONTRACTOR:** Whitaker Brothers Business Machines, Inc

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The District of Columbia Government, Department of Human Services (DHS) Economic Security Administration (ESA) needs repair and maintenance for their Date Stamp Machines, Folder Sealers, Busters and Shredders.

The DC Department of Human Services (DHS) is responsible administering the delivery of social services to the residents of the District of Columbia. The Department of Human Services /Economic Security Administration implements and administers programs under the personal responsibility and work Opportunity Reconciliation Act, and serves as the focal point for policy and implementation of the temporary Assistance for Needy Families (TANF), Food Stamps and Medicaid programs.

The income Maintenance Administration provides public assistance services to thousands of customers who are required to submit documents containing confidential information (social security information, birth certificates, etc...) in support of their request for financial assistance. Receipt of these documents must be accurately date stamped prior to usage and filing. In addition, to documents received, the ESA provides monthly and at time bi-weekly mailings related to Medicaid eligibility to thousands of Medicaid and public assistance recipients. Of these records received, the ESA must also regularly destroy the aforementioned documents at site.

DHS needs Whitaker Brothers Business Machines, Inc to maintain their current machines. Some of the machines are outdated and are no longer on Whitaker Brothers Business Machines, Inc catalog.

3. **ESTIMATED REASONABLE COST:**

\$14,291.00

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:**

Whitaker Brothers is sole distributor of the small office machines used by the ESA. They are the only Factory trained, Certified Servicing Agents in the D.C. Metropolitan area. Whitaker Brothers is supplied with original replacement parts for machines used at the ESA. Though some of the machines have aged and may not be currently listed in Whitaker Brothers catalog, they can still fully support these products until such time that repair parts are no longer available.

A change of an awarded contractor will be a hindrance on the ESA performing it's functions, in that they are not trained to maintain and/or repair Whitaker Brothers, or have ready access to parts.

6. **CERTIFICATION BY AGENCY DIRECTOR**

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

\_\_\_\_\_  
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 February 2, 2012.

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.

\_\_\_\_\_  
Angela Turner  
Contracting Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
Date