

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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Contracts & Procurement

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

**CAPTION:** Strategic Management Consulting Services

**AGENCY:** District of Columbia, Department of General Services (DGS)

**CONTRACTOR:** ADC Management Solutions, ATTN: Brandy Butler  
1200 18<sup>th</sup> Street, NW, Suite 1001, Washington, DC 20036

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04 and 27 DCMR 4718.

**2. MINIMUM NEED:**

The District of Columbia, Department of General Services (DGS) has a need for immediate continuation of critical planning and implementation support for the following existing programs:

- (1) Mobilization and support of STAT and KPI performance management
- (2) Organizational assessment and Program Realignment
- (3) Change Management -Facilities/Capital Construction Division Protocols

Since these programs are currently underway, decisions to competitively solicit for the following services would prove inefficient, disruptive and result in an undue service delay.

**3. ESTIMATED REASONABLE PRICE:**

The estimated reasonable price is Thirty Thousand Dollars (\$30,000.00).

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

Contractor is a District certified CBE and the consultants currently providing the services are exclusively employed by ADC-MS.

Any undue delay in securing these services would be disruptive and jeopardize desired outcomes.

Below is a more detailed delineation of tasks and activities to be performed during the proposed (60) day extension period:

**DGS Organizational Assessment – Phase III**

- A. Organizational Assessment: Review and assist Executive Team on developing:
  - Support on-going Organization realignment
  
- B. Mobilize and Support STAT Performance Management/Key Performance Indicators (KPI): Review and assist DGS performance management by assisting Staff:
  - Developing Division based KPIs for FY17 and FY18;
  - Developing SOP for Division implementing DGS STAT process
  
- C. Facilities/Capital Construction Division Protocols: Review and assist staff:
  - Developing protocols to improve alignment between Capital Construction and Facilities (focus design/construction and commissioning process).
  
- D. Presentations, facilitation and planning support to the Office of the Director.

**5. CERTIFICATION BY SPECIAL ASSISTANT TO THE DIRECTOR/PROGRAM COTR**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Clark, COTR

**6. CERTIFICATION BY CONTRACT SPECIALIST**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen J. Araujo, Contract Specialist

**7. CERTIFICATION BY THE CONTRACTS AND PROCUREMENT INTERIM ASSOCIATE DIRECTOR/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 sole source notice of Intent to Award a Sole Source Contract 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) and that no response was received. I recommend

that the Department of General Services, Chief Contracting Officer approve the use of the sole source procurement method for this requirement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George. G. Lewis, CPPO