

**DETERMINATION & FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Purchasing Agency:** Department of General Services  
**Solicitation No.:** Sole Source Contract  
**Contract No.:** DCAM-20-NC-SS-0005  
**Caption:** Web Hosting Services  
**Contractor:** Solutions Guidance Corporation (“SGC”)

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04 and Title 27 DCMR Chapter 47, Section 4718

**2. MINIMUM NEED:**

The District of Columbia, Department of General Services (“DGS”), Contracts and Procurement Division (“C&P”) on behalf of the Capital Constructions Division (“CCD”) has an immediate need for SGC to continue providing web hosting services to include P6, Prolog Manager and Prolog Coverage. These services are currently being provided through a Contract with SGD.

The period of performance shall be no longer than six (6)-months, beginning date of award.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

The estimated fair and reasonable price is One Hundred and Twenty-One Thousand, Three Hundred, and Forty-Two Dollars and seven cents (\$121,342.07).

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

The Department is currently in the process of migrating data customized by Solutions Guidance from the current system, Prolog to the newly designed system “Project Team”. Solutions Guidance has work with the Department’s CCD Management & Program Analysis Officer to develop a customized web-based software tool which streamlines the data migration process currently hosted by Solutions Guidance. It is impractical to engage a new Contractor in the current process at this stage adding unnecessary project delays; furthermore, the migration process and current methodology were develop by the incumbent, Solutions Guidance. Changing software and web consultant mid-stream poses a significant administrative and financial burden to the District and further, unnecessary project implementation delays.

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**CERTIFICATION BY MANAGEMENT & PROGRAM ANALYSIS OFFICER:**

I hereby certify to the best of my knowledge and belief, all of my statements are true, correct and complete and that the information given herein is true and accurate to the best of my knowledge and belief. Moreover, I understand that making a false statement is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405 *et seq.* (2001). I understand that any information I give may be investigated as allowed by law or regulation.

\_\_\_\_\_  
**Cassandra White**  
Management & Program Analysis Officer

\_\_\_\_\_  
**Date**

**CERTIFICATION BY CONTRACT SPECIALIST:**

I have reviewed the above findings and certify the findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
**Keith Giles**  
Contract Specialist  
Contract & Procurement

\_\_\_\_\_  
**Date**

**DETERMINATION**

I have reviewed the above findings and certify that they are sufficient to justify the execution of the sole source contract 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. Therefore, as the Department of General Services’, Contracting Officer, I hereby approve the use of the Sole Source Contract for web hosting services provided by *Solutions Guidance Corporation* for the period of six (6)-months.

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**Franklin Austin, CPPB, CPM**  
Contracting Officer  
Contracts & Procurement, Capital Construction

\_\_\_\_\_  
**Date**