

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

CONTRACT NO: DCAM-22-NC-SS-0012

CAPTION: Strategic Management Consulting Services

CONTRACTOR: Federal Management Systems, Inc.

AGENCY: Department of General Services

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.04 and DCMR 47, Section 4718

2. MINIMUM NEED:

The Department of General Services (DGS) Office of the Director, Grant Management and Financial Operations has an immediate and on-going need for strategic consulting management services in support of the Departments' financial activities related to grants, budget and COVID development programs through December 31, 2022.

3. ESTIMATED REASONABLE PRICE:

The Contract will have a not-to-exceed value up-to \$995,000.00 based on fixed hourly consulting fees as delineated in the below table.

| CONSULTANT CLASSIFICATION | RATE |
|----------------------------------|-------------|
| Management Analyst I | \$47.40 |
| Management Analyst II | \$78.34 |
| Lead Consultant | \$112.88 |

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Federal Management Systems, Inc. (FMS), a certified small business enterprise, has provided strategic management consulting services to DGS since April of 2017. The

contractor provides key consulting services, including strategic planning, program implementation assistance and ad-hock auxiliary support related to grant funding, program support and fiscal recovery fund processes and compliance.

FMS provides subject matter expertise in forecasting and benchmarking facilities' costs and expenditures across facility types and integration into applications used by DGS for budget execution and communication to customer agencies. FMS subject matter experts are providing consulting and technical support require to meet the demands of COVID invoices using Robotic Process Automation (RPA) and responding to Federal funding notices to address needs across HVAC, energy, workforce development, and exterior facility management. In addition, FMS assist with the analysis of other services managed by DGS, such as HVAC funding, Alterations Report, Budget Reports, and Delegated Parking Authority. FMS has specialized training on how to use DGS's various systems as it pertains to budget development. Also, FMS has specialized training on how to retrieve and maintain all materials for compliance and audits.

To this end, the Contractor's historical knowledge of the Departments' grant, fiscal recovery fund, budget development, invoice reconciliation, audit, compliance standards and robotic process automation, affords the Contractor unique experience and expertise, not immediately or readily available through other vendors. Furthermore, the unique experience will ensure the Department maintains continuity of the aforementioned processes and budget planning activities. Thus, Federal Management System is the only company with the experience, expertise, historical and programmatic knowledge coupled with the technology to complete the required services in the available timeframe.

5. CERTIFICATION BY THE CHIEF ADMINISTRATIVE 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. Moreover, I understand that making a false statement is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405 et sq. (2001). I understand that any information I give may be investigated as allowed by law or regulation.

Date

Michelle Dee
Chief Administrative Officer



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

Date

Domonique L. Banks
Contracting Officer, Supervisory Contract Specialist

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

George G. Lewis, CPPO
Chief Procurement Officer
Chief of Contracts and Procurement

