

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

CONTRACT NO: DCAM-22-NC-SS-0013

CAPTION: Strategic Management Consulting Services

CONTRACTOR: Aspen of D.C., Inc. (dba) ADC Management Solutions

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, Sustainability and Energy Division have an immediate and on-going need for strategic consulting management services in support of the Departments' budget development, monitoring and certification of energy and utility use for District Government agencies 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 rates delineated in the below table.

CONSULTANT CLASSIFICATION	RATE
Subject Matter Expert	\$243.55

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Aspen of D.C., Inc. (ADC), a certified small business enterprise, has provided strategic management consulting services to DGS since April of 2017. The Contractor provides critical consulting services related to DGS' budget formulation process, quarterly

forecasting for the Energy and Sustainability Division, and with internal operating offices. The Contractor continues to assist with the development of complex budgeting and forecast models which provide efficiencies across the agency divisions and have also replaced manual processes that have greatly reduced the level of effort previously required during budget formulation and forecasting periods. The design of these customized and proprietary models dramatically reduced costs for the agency by increasing the ability to capture, analyze and identify cost responsibility by District agency. The result of this data sorting provides DGS with the ability to chargeback and collect appropriate utility expenditures from the respective sister agencies.

ADC provides subject matter expertise in the areas of utilities and associated bills including building electricity, natural gas, water, stormwater, as well as waste management and recycling for approximately 3,000 accounts. ADC subject matter experts continue providing consulting on a large quantity of sites, geographic spread of locations, replacing manual processes that have greatly reduced the level of effort previously required during budget formulation and forecasting periods. In addition, ADC assist with the aspects of the Departments' analysis and management of District utility services usages, including forecasting utility costs and agency allocations from both programmatic and financial (budgetary and billing) aspects.

To this end, the Contractor's historical knowledge of the Departments' intricacies of forecasting utility costs associated with financial and utility management, including the budgeting, and forecast model development, uniquely equips the Contractor with critical skillsets, experience, and expertise, not immediately or readily available through other vendors. Furthermore, ADC's understanding of the intricacies related to forecasting utility costs and agency allocations from a programmatic and financial (budgetary and billing) perspective positions the Contractor with the capacity to perform the consulting activities immediately without additional training and extensive briefings on the Departments' needs and requirements.



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

