

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



Contracts & Procurement



**DETERMINATION AND FINDINGS  
FOR AN  
EMERGENCY PROCUREMENT**

**CAPTION:** Consolidated Maintenance Services for the Department of Human Services ("DHS") Short-Term Family Housing Facility in Ward 3

**AGENCY:** Department of General Services

**CONTRACTOR:** RWD Consulting LLC

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.05 and 27 DCMR 4719

**2. MINIMUM NEED:**

The Government of the District of Columbia, acting by and through its Department of General Services (the "District", "Department" or "DGS"), on behalf of its client agency, Department of Human Services ("DHS") has an urgent need for RWD Consulting, LLC ("Contractor") to provide Consolidated Maintenance Services at Short-Term Family Housing Facility in Ward 3, located at 3320 Idaho Avenue NW, Washington DC 20016, for a temporary emergency period not to exceed 120-days.

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

The estimated fair and reasonable price for 120-day emergency contract is One Hundred Thirteen Thousand Five Hundred Forty-Two Dollars and forty-five cents (\$113,542.45) for basic services plus, a not-to-exceed amount of Thirty-Five Thousand Dollars and zero cents (\$35,000.00) for cost reimbursement, for a Total Not-to-Exceed Amount of One Hundred Forty-Eight Thousand Five Hundred Forty-Two Dollars and forty-five cents (\$148,542.45).

**4. FACTS WHICH JUSTIFY AN EMERGENCY PROCUREMENT:**

It is the mission of DGS to provide first rate maintenance at District government facilities and to ensure a safe environment for the citizens, employees and visitors of the District of Columbia. The purpose of this emergency procurement is to prevent an imminent threat to health, welfare, property and safety and serious disruption in agency operations to DHS' Short-Term Family Housing Facility in Ward 3.

1. The Department has determined that it is in the best interest of the District to obtain services with RWD Consulting, LLC under a temporary emergency contract, and is the only vendor who can meet the District's minimum need without disruption of services at this time.
2. The Department is in the process of finalizing scope of services to the upcoming solicitation. It is the intent of the Department to issue a new solicitation within the next 30 days upon confirmation of funding.
3. The current contractor is providing satisfactory services at a similar facility and is uniquely positioned to ensure continuity of services.
4. The estimated cost to the District for this temporary emergency period is fair and reasonable based on DGS' historical data on similar services.
5. An emergency procurement is the most advantageous method to minimize disruption to overall facility operations; it ensures a continuation of service while the District prepares and finalizes a solicitation for competition and awards a contract upon Council approval.

**5. CERTIFICATION BY THE FACILITIES DEPUTY DIRECTOR:**

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

2/6/2020  
Date

Donny Gonzalez  
Donny Gonzalez  
Deputy Director | Facilities Management

**6. CERTIFICATION BY THE SUPERVISOR AND CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the emergency procurement method to award the captioned contract award to *RWD Consulting, LLC*. In addition, please be advised that the Department's notice of the captioned emergency contract must be posted on the Department's website no more than seven (7) days after the contract is awarded. Given the foregoing, I recommend that the Department of General Services' Chief Contracting Officer approve the use of the emergency procurement method for this proposed procurement action.


2/6/2020  
Date

Kimberly Gray  
Kimberly Gray  
Contracting Officer | Goods and Services

**7. CERTIFICATION BY THE CONTRACTS AND PROCUREMENT ASSOCIATE DIRECTOR | CHIEF CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the emergency procurement method under the cited authority. I certify that the emergency procurement notice of contract award will be published in accordance with Section 405(f) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.05). In conclusion, the Department of General Services (DGS), Chief Contracting Officer approves the use of the Emergency Procurement method as the only viable method of procurement to prevent serious disruption in the Department's Consolidated Maintenance Services at Short-Term Family Housing Facility in Ward 3.

2/6/2020  
Date

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