

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Purchasing Agency:** Department of General Services  
**User Agency:** Office of Budget and Planning  
**Caption:** Enhancements Capital Asset Replacement  
Scheduling System (CARSS)  
**Proposed Contractor:** 4Tell, Inc.

**FINDINGS**

**1. AUTHORITY:**

D.C. Official Code §2-354.04 and Title 27 DCMR Section 4718.1

**2. MINIMUM NEED:**

The Department of General Services has a need to enhance the current CARSS to achieve consistency and clear identification of the District's built capital assets from DGS. Specifically, the Department needs the CARSS system to 1) establish a human-readable unique asset lifecycle identifier; 2) implement push notifications and incremental updates via API; 3) establish bi-directional synchronization and expand available asset fields and; 4) support portfolio-level refresh of facilities data allowing the application to better meet the needs of CARSS and OBP and achieve greater consistency in reporting of fixed capital assets data to DGS' client agencies.

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

The estimated fair and reasonable price to provide the required services is approximately \$40,000.

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

The Budget Support Act of 2015 included a legislative requirement for the Office of the Chief Financial Officer (OCFO) to develop and report on a Replacement Schedule for Capital Assets in October of each year. CARSS is part of the OCFO'S Office of Budget Planning's (OBP) capital planning tool for DC Government.

DGS' means of collecting data on the comprehensive inventory of District-owned assets is the Facility Condition Assessments, whose data resides in the 4Tell's proprietary Software (formerly called IPLAN) has been tailored to meet DGS' needs to allow for the upload of data into the CARSS system.

4Tell is a national leader in the provision of enterprise Software as a Service (SaaS) platform and solutions that create, capture and compile financial, energy, environmental and social data for visibility to align operational costs with business strategy. 4Tell has served as a hands-on consultant developing reporting standards for DGS' initial Facility Condition Assessments and instrumental in upgrading the functionality of OBP's CARSS system. These facts make 4Tell uniquely qualified to meet the Department's needs

DGS currently has an annual subscription through 4Tell's GSA Schedule contract to maintain the CARSS system and develop reports as needed but the level of enhancements required exceeds the level of service allowable under the current task order. Authorization is sought therefore to engage 4Tell on sole source basis to implement the upgrades needed for the existing application to better perform for the District.

**5. CERTIFICATION BY DGS SENIOR PLANNER:**

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

\_\_\_\_\_  
Stephen Campbell  
Senior Planner

\_\_\_\_\_  
Date

**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 Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that \_\_\_\_\_ response was received. I recommend that the Chief Contracting Officer approve the use of the sole source procurement method to meet the District's minimum need.

\_\_\_\_\_  
Franklin Austin  
Contracting Officer

\_\_\_\_\_  
Date

**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.

\_\_\_\_\_  
George G. Lewis, CPPO  
Associate Director/Chief Contracting Officer

\_\_\_\_\_  
Date