

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

**CAPTION:** Utility Bill Management Platform Software and Services

**CONTRACT NO.:** DCAM-23-NC-SS-0005

**AGENCY:** Department of General Services

**CONTRACTOR:** EnergyCAP, LLC

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304 and 27 DCMR 4718

**2. MINIMUM NEED:**

The Government of the District of Columbia, acting by and through its Department of General Services (the “Department” or “DGS”), has a continued need for ongoing use of EnergyCAP’s advanced software license for BillCapture, annual maintenance, advanced database hosting, and training services. The Contractor shall provide services for the period beginning January 1, 2023 through September 30, 2023.

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

The estimated fair and reasonable price for the contract is One Hundred Seventy Thousand Seven Hundred Forty Dollars and twenty-five cents (\$170,740.25) for the base period, from February 1, 2023 through September 30, 2023.

The estimated fair and reasonable price for Option Year 1-4 is as follows:

Option Year 1	\$263,597.90
Option Year 2	\$271,615.27
Option Year 3	\$279,817.25
Option Year 4	\$288,073.41

All services are priced based on firm, fixed monthly service rates which include wages, overhead, general, and administrative expenses, profit, insurance and all else as

reasonably inferred to ensure the Contractors timely and cost-effective delivery of services.

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

In fiscal year 2017, DGS purchased a perpetual advanced software license from EnergyCAP to track and manage utility bills and energy and sustainability information. This included annual maintenance, an advanced software license for 4,100 meters, software updates, database hosting services, implementation services, and training services. Additionally, EnergyCAP Bill Capture service processes and continually audits roughly 60,000 annual utility transactions for DGS.

DGS requires ongoing use of EnergyCAP’s software and services to track, audit, and manage utility bills and energy and sustainability information. This sole source is needed to maximize DGS’ previous investment in the software and services that have been tailored to DGS’ specific billing and payment processes.

**5. CERTIFICATION BY THE ASSOCIATE DIRECTOR OF SUSTAINABILITY & ENERGY DIVISION:**

I have reviewed the above findings and certify to the best of my knowledge and belief, all statements are true, correct, and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Matt Floca**  
Associate Director  
Sustainability & Energy Division

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

I have reviewed the above findings and certify to the best of my knowledge and belief, all statements are true, correct, and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Domonique Banks**  
Contracting Officer



**7. CERTIFICATION BY THE CHIEF OF CONTRACTS AND PROCUREMENT:**

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 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. As the Chief of Contracts and Procurement at the Department of General Services, I approve the use of the sole source procurement method for this requirement.

\_\_\_\_\_  
Date

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

