

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Purchasing Agency:** Department of General Services  
**User Agency:** Office of Budget and Planning  
**Caption:** 4tell Enterprise Enhancement  
**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 (DGS) has a need to better access and utilize 4tell and the collected data. The following enhancements to the system have been identified to make it significantly more efficient to collate, sort, report and make the data available to Project Managers, DGS' Client Agencies and other systems within DGS that can benefit from connection to the 4tell data. Specifically, DGS needs enhancements to the 4tell system in the following areas, more fully described in the Scope of Work: 1) initiation – enhance initiation for planned or acquired assets; 2) assessment – perform extensive data refresh and updates; 3) interoperability – develop interoperability strategy with Salesforce, Prolog, Archibus, etc.; 4) forecasting – enhance project tracking workflow and create additional dashboards; and 5) updating – deliver robust project close-out workflow.

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

The estimated fair and reasonable price to provide the required services is approximately \$410,000.00.

**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. Capital Asset Replacement Scheduling System (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 (FCAs), whose data resides in the 4tell's proprietary software

(formerly called IPLAN). The 4tell Capital Asset Performance Software has been tailored to meet DGS' needs to allow for the upload of data into the CARSS.

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 FCAs and instrumental in upgrading the functionality of OBP's CARSS system. These facts make 4tell uniquely qualified to meet DGS needs.

DGS currently has an annual subscription through 4tell's GSA Schedule contract to maintain the CARSS 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 a sole source basis to implement the upgrades needed for the existing application to better perform for the District.

It should be noted that collection of the data for FCAs is no longer something that only 4tell can do. We currently utilize the CBE market to perform FCAs. The enhancements to be performed in this solicitation further broaden the opportunity for client agencies or their consultants to utilize the data on behalf of the District; and, therefore make more opportunities available to utilize the local SBE/CBE market.

**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