

Contracts & Procurement

**DETERMINATION & FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**AGENCY:** Department of General Services

**CONTRACT NO.:** DCAM-24-NC-SS-0007

**CAPTION:** Project Management System Software License Renewal

**CONTRACTOR(S):** ProjectTeam Inc.

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Department of General Services (“DGS”) has an immediate need to renew license for Project Management System Software proprietary software (“ProjectTeam”) that powers the Capital Construction Services Division (“CCSD”)’s project management processes, stores, manages, and maintains access to all CCSD projects.

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

The estimated fair and reasonable yearly price to purchase and provide the ProjectTeam software to the agency is approximately **\$277,518.00**.

Description	Yearly Price
Unlimited Subscriptions	\$212,268.00
Professional Services	\$36,000.00
Additional Required Software License?	\$29,250.00
<b>Total</b>	<b>\$277,518.00</b>

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

ProjectTeam Inc detains the proprietary right over the software solution designed specifically for project management, construction management, document management, and reporting related to construction projects. Therefore, no other software company can provide this software with unique functionality.

a) **Subscription and Procurement:**

ProjectTeam license subscriptions are available exclusively on annual basis, and must be purchased directly from ProjectTeam Inc. The software cannot be acquired off the shelf or through third-party vendors.

b) **Implementation and Integration:**

CCSD adopted ProjectTeam.com as part of a customized implementation in 2020, which has since become integral to its capital project management processes and contractual requirement for Contractors.

c) **Criticality and Renewal:**

The ProjectTeam is essential to DGS daily operations and mission success of DGS CCSD. Given its critical role, it is in the best interest of the District to authorize the renewal of the ProjectTeam.com subscription to maintain operational continuity and effectiveness.

**CERTIFICATION BY DEPUTY DIRECTOR, CAPITAL CONSTRUCTION SERVICES:**

I hereby certify to the best of my knowledge and belief that all my statements regarding the conditions, service needs and urgency, 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

\_\_\_\_\_  
**Ella Faulkner**  
Deputy Director, Capital Construction Services

**5. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available source method of procurement under the cited authority. I certify that the notice of intent to award a sole source procurement action was published in accordance with 27 DCMR 4718 and that no response was received.

I recommend that the Department of General Services, Chief Procurement Officer to approve the use of the sole source procurement method for this proposed procurement action

\_\_\_\_\_  
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.

In conclusion, as the Chief Procurement Officer for the Department of General Services (DGS), I officially endorse the utilization of the sole source procurement method as the sole and necessary approach for procuring the ProjectTeam.com Project Management System Software Renewal.

\_\_\_\_\_  
**Date**

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

