

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Purchasing Agency:	Department of General Services
User Agency:	Office of Risk Management
Caption:	Partial Demolition and Build-out of Office Space – Office of Risk Management
Proposed Contractor:	Thiha, 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 on behalf of the Office of Risk Management (ORM) has an immediate need to complete the partial demolition and renovation of ORM office space in Suites 510 South, 800 South, 805 South, 838 South, 840 South, 842 South, 844 South and 846 South at located at One Judiciary Square to deliver a turnkey office solution to accommodate additional staff by July 31, 2018.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services is approximately \$600,000.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

In Fiscal Year 2018 ORM was approved to hire fifty-two (52) temporary full time employees (FTEs) in order to begin the process to insource the claims management for the Public Sector Workers' Compensation Program. The additional staff will deliver and manage mission critical services related to the Program. The ORM's current space configuration is insufficient to meet the demands of the additional FTEs. In particular, the space must undergo a partial demolition and renovation of Suites 510 South, 800 South, 805 South, 838 South, 840 South, 842 South, 844 South and 846 South located at One Judiciary Square. In addition, the renovated space must have the required furniture, fixtures and equipment to accommodate the new staff.

In order to meet ORM's minimum need to deliver a turnkey solution by July 31, 2018, a sole source procurement with Thiha, Inc. is requested. The space will only be available in May 2018 and ORM must deliver the space in July, 2018.

ORM has been working with Thiha, Inc., to resolve various remodeling and reconfiguration projects for its spaces for several years with total satisfaction related to on time and quality performances. For this project ORM worked with Thiha, Inc., to develop necessary drawings and getting quotations for the selected furniture. ORM strongly believes that it will be inefficient to start the procurement process from scratch, as it will be more costly to procure the complex requirements of the project from a new vendor and also ensure timely delivery of the project. The recommended vendor, Thiha, Inc., possesses specialized knowledge of the space, existing conditions, drawings and specifications needed to remodel the space within the current time constraints. Likewise, Thiha, Inc., possesses an intimate knowledge of the space and to address ORM's needs in an expeditious manner.

Based upon the above facts, it is in the best interest of ORM to authorize Thiha, Inc., to perform the remodeling and reconfiguration at the ORM offices located at One Judiciary Square. This will ensure that the project is completed expeditiously and in a cost effective manner.

5. CERTIFICATION BY OFFICE OF RISK MANAGEMENT DIRECTOR:

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



Jed Ross
Chief Risk Officer

4/26/18
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 no 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