DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION: Bill Management Platform Software and Services

AGENCY: Department of General Services

CONTRACTOR: EnergyCAP, Inc. (“EnergyCAP”)

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The District of Columbia, Department of General Services (“Department” or “DGS”) Sustainability and Energy Division has an immediate need for ongoing use of EnergyCAP’s advanced software license for 4,300 meters, annual maintenance, advanced database hosting, and training services.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price for one (1) year is $50,000.00.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Background
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.

Justification
DGS requires ongoing use of EnergyCAP’s software and services to track and manage utility bills and energy and sustainability information. DGS must expand its current set of services to include 200 additional meters and the associated licensing fees, new advanced
hosting capabilities, and additional training services. This is needed to maximize DGS’ previous investment in the software and expand functionality to other sustainability-related utilities such as solid waste, recycling, and organic material disposal.

5. CERTIFICATION BY THE CHIEF OPERATING OFFICER:

I hereby certify that the above findings are true, correct and complete.

Date ____________________________  Yohance Fuller
Chief Operating Officer

6. CERTIFICATION BY THE CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete.

Date ____________________________  Kimberly Gray
Contracting Officer | Goods and Services

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 of Contracts and Procurement