

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

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

**CAPTION:** Consolidated Maintenance Services for the Department of Human Services (“DHS”) Short-Term Family Housing Facility in Ward 3

**AGENCY:** Department of General Services

**CONTRACTOR:** RWD Consulting 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 “District”, “Department” or “DGS”), on behalf of its client agency, Department of Human Services (“DHS”) has an urgent need for RWD Consulting, LLC (“Contractor”) to provide Consolidated Maintenance Services at Short-Term Family Housing Facility in Ward 3, located at 3320 Idaho Avenue NW, Washington DC 20016. This additional time will assure the avoidance of any disruption to critical facility operation services during the impending period while a new contract for these services is awarded within the next 60-days.

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

The estimated fair and reasonable price for this temporary period is Sixty Thousand Four Hundred Fifty-Four Dollars and fifty-six cents (\$60,454.56) for basic services plus, a total not-to-exceed amount of Thirty-Five Thousand Dollars (\$35,000.00) for cost reimbursement for a total NTE amount of Ninety-Five Thousand Four Hundred Fifty-Four Dollars and fifty-six cents (\$95,454.56).

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

It is the mission of DGS to provide first rate maintenance at District government facilities and to ensure a safe environment for the citizens, employees, and visitors of the District

of Columbia. The purpose of this sole source procurement is to prevent an imminent threat to health, welfare, property and safety and serious disruption in agency operations to DHS' Short-Term Family Housing Facility in Ward 3.

1. The Department has determined that it is in the best interest of the District to continue services with the incumbent, RWD under a temporary contract, and is the only vendor who can meet the District's minimum need without disruption of services at this time.
2. The Department is in the process of finalizing its evaluation. It is the intent of the Department to award a new contract within the next 60-days.
3. The current contractor is providing satisfactory services and is uniquely positioned to ensure continuity of services.
4. The estimated cost to the District for this sole source procurement is fair and reasonable based on DGS' historical data on similar services.
5. A sole source procurement is the most advantageous method to minimize disruption to overall facility operations; it ensures a continuation of service while the District prepares and finalizes a solicitation for competition and awards a contract.

**5. CERTIFICATION BY THE FACILITIES DEPUTY DIRECTOR:**

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

\_\_\_\_\_  
Donny Gonzalez  
Deputy Director | Facilities Management

**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

\_\_\_\_\_  
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