

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



Contracts & Procurement

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE EXTENSION OF A COMPETITIVELY AWARDED CONTRACT**

**Agency:** Department of General Services

**Contract No.:** DCAM-16-NC-0121B

**Caption:** Temporary Staffing Services (Open Market) | Aggregate Group B

**Contractor:** Ross Professional Services

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701, 2005.2(b)

**2. MINIMUM NEED:**

The Department of General Services (“DGS” or the “Department”) has an immediate need for the current contractor, Ross Professional Services (“Contractor”) to continue providing Temporary Staffing Services to the Contracts and Procurement Division for up to an additional one (1) year until the Department anticipates award of a new contract. This additional one (1) year extension will assure the avoidance of disruption of services during the preceding period while a new solicitation for these services is procured following major scope changes.

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

The estimated fair and reasonable price for the one-year sole source contract extension is a minimum of \$250.00 and maximum of \$950,000.00.

**4. FACTS WHICH JUSTIFY A SOLE SOURCE EXTENSION OF CONTRACT:**

The Contractor is prepared with the pool of qualified, skilled and cleared staff to fulfill the needs of DGS to provide personnel who will act as an extension of DGS staff during labor gaps.

1. On October 1, 2016, the Contractor, Ross Professional Services, was awarded the contract to provide temporary staffing services to the Contracts and Procurement division for a base year and two (2), one (1) year option periods.
2. The Department has determined that it is in the best interest of the District to extend the current contract with the Contractor from October 1, 2019 for a period up to one-year, ending on or before September 30, 2020, to prevent a lapse in essential temporary staffing services for the Contracts and Procurement division, as defined under the original contractual agreement.
3. The Department is in the process of conducting major scope changes to the solicitation. It is the intent of the Department to issue a new solicitation within the next 60 to 90 days upon confirmation of funding.
4. The incumbent that is currently providing temporary staffing services to DGS' Contracts and Procurement division is vital to the District and this service must be continued without interruption.
5. The incumbent is the most advantageous to the District to provide this service. This is a continuation of service against the current IDIQ contract DCAM-16-NC-0121B with a negotiated percentage increase in hourly rates for the labor categories in accordance with the U.S. Department of Labor Wage Determination and DC Living Wage Act.
6. The current contractor is providing satisfactory services and is uniquely positioned to ensure continuity of services.
7. A sole source contract extension is the most advantageous method to minimize disruption to overall operations; it ensures a continuation of service while the District prepares and finalizes a solicitation for competition and awards a contract for a base year and up to four (4), one-year option periods.

**5. CERTIFICATION BY CONTRACTING OFFICER OF GOODS AND SERVICES:**

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 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

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Date

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Kimberly Gray  
Contracting Officer | Goods and Services

**6. CERTIFICATION BY CHIEF OF CONTRACTS AND PROCUREMENT:**

Based on the above findings and in accordance with the cited authority, I hereby determine and certify that they are sufficient to justify the use of the sole source method of procurement under D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701, 2005.2(b). I further certify that it is not feasible nor practical to invoke the competitive sealed proposal process under Section 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04). Accordingly, 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 Action of 2010 (D.C. Official Code § 2-354-04). In conclusion I determined that the District is justified in using the sole source procurement method for this proposed contract.

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Date

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George. G. Lewis, CPPO  
Chief of Contracts & Procurement