

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Agency:** Department of General Services  
Planning Office  
**Caption:** Facilities Condition Assessments at DCPS sites  
**Proposed Contractor:** 4tell Solutions, LLC

**FINDINGS**

**1. AUTHORITY:**

Title 27 DCMR Section 4718.1

**2. MINIMUM NEED:**

The Department of General Services has a need for Facilities Condition Assessments (FCAs) at DCPS facilities.

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

The fair and reasonable price to provide the required services is \$220,000.

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

The District of Columbia through its Department of General Services (DGS) will complete a comprehensive space planning study as a component part of the FCA study of DCPS facilities. The FCA study will be used to convey to the District the use density, use type and dimensional area of each floor of the subject facilities in the DGS portfolio. This data will allow the District to better realize under and over utilized space and make space planning decisions accordingly.

In addition, the following deliverables are required for each subject property including the following information:

- (i) A comprehensive final report for each subject property;
- (ii) Computer Aided Design (CAD) precision drawings for each subject property; and
- (iii) Analytical data for each subject property, to be uploaded to iPlan.

4tell Solutions, LLC has completed over 83 percent of the FCA studies in this portfolio. This sole source action will ensure uniformity in the methodology employed for the balance of sites within scope.

Other critical factors which justify this sole source action include the following:

**Immediacy/Speed of Execution** – 4tell Solutions has an understanding of the urgency of completing the FCA work and has been knowledgeable of the DCPS calendar to gain entry to the sites. 4tell is knowledgeable of the methodology for efficient data collection consistent with the best management practices for FCAs and therefore will have no learning curve for completing the work.

**Technology** – 4tell Solutions has demonstrated technical knowledge and command to provide the completed FCAs to DGS staff in the most appropriate format for upload into the iPlan platform. iPlan provides the foundation to better create planning solutions and making the most relevant data accessible to decision makers to assess financial and infrastructure needs.

**Consistency of Approach** – As noted, 4tell Solutions has completed the majority of FCAs for sites in this portfolio. Optimal decision making will only be realized if a consistent methodology – from analysis through reporting – is applied to all sites.

**5. CERTIFICATION BY SENIOR PLANNER, PLANNING OFFICE:**

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

\_\_\_\_\_  
**Stephen Campbell**  
Senior Planner

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the authority and certified findings above, it is hereby determined that the use of the sole source procurement with 4tell Solutions, LLC is justified and in the best interest of the District.

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**Yinka T. Alao**  
Associate Director/Contracting Officer

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Date