Determination and Findings
For a Sole Source Procurement

Caption: Strategic Management Consulting Services

Agency: District of Columbia, Department of General Services (DGS)

Contractor: ADC Management Solutions, ATTN: Brandy Butler
1200 18th Street, NW, Suite 1001, Washington, DC 20036

Findings

1. Authorization:


2. Minimum Need:

The District of Columbia, Department of General Services (DGS) has a need for immediate continuation of critical planning and implementation support for the following existing programs:

   (1) Mobilization and support of STAT and KPI performance management
   (2) Organizational assessment and Program Realignment
   (3) Change Management -Facilities/Capital Construction Division Protocols

Since these programs are currently underway, decisions to competitively solicit for the following services would prove inefficient, disruptive and result in an undue service delay.

3. Estimated Reasonable Price:

The estimated reasonable price is Thirty Thousand Dollars ($30,000.00).

4. Facts Which Justify a Sole Source Procurement:

Contractor is a District certified CBE and the consultants currently providing the services are exclusively employed by ADC-MS.

Any undue delay in securing these services would be disruptive and jeopardize desired outcomes.
Below is a more detailed delineation of tasks and activities to be performed during the proposed (60) day extension period:

**DGS Organizational Assessment – Phase III**

A. Organizational Assessment: Review and assist Executive Team on developing:
   - Support on-going Organization realignment

B. Mobilize and Support STAT Performance Management/Key Performance Indicators (KPI): Review and assist DGS performance management by assisting Staff:
   - Developing Division based KPIs for FY17 and FY18;
   - Developing SOP for Division implementing DGS STAT process

C. Facilities/Capital Construction Division Protocols: Review and assist staff:
   - Developing protocols to improve alignment between Capital Construction and Facilities (focus design/construction and commissioning process).

D. Presentations, facilitation and planning support to the Office of the Director.

5. **CERTIFICATION BY SPECIAL ASSISTANT TO THE DIRECTOR/PROGRAM COTR**

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

_____________________________  Anthony Clark, COTR

Date

6. **CERTIFICATION BY CONTRACT SPECIALIST**

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

_____________________________  Karen J. Araujo, Contract Specialist

Date

7. **CERTIFICATION BY THE CONTRACTS AND PROCUREMENT INTERIM ASSOCIATE DIRECTOR/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 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. I recommend
that the Department of General Services, Chief Contracting Officer approve the use of the sole source procurement method for this requirement.

_________________________  _________________________
Date                      George. G. Lewis, CPPO
