

**UNIVERSITY OF THE DISTRICT OF COLUMBIA
DETERMINATION & FINDINGS
FOR
CONTRACT AWARD TO SOLE SOURCE**

CONTRACT NO.: R00127673
CAPTION: Official Services
PROPOSED CONTRACTOR: Ref Check, LLC
PROGRAM AGENCY: University of the District of Columbia-Intercollegiate Athletics

1. AUTHORIZATION

DC Official Code Section 27 § 2-354.04: Title 8(b), DCMR Chapter 30 § 3019, 3019.1, 3019.4 and 3019.5

2. MINIMUM NEED

The University of the District of Columbia (UDC) has an immediate need for a vendor to provide referees and officials for athletic games for Winter Season.

3. ESTIMATED REASONABLE PRICE

The estimated cost for this contract \$20, 250.00 is considered fair and reasonable based on the market value

4. FACTS WHICH JUSTIFY AWARD TO OTHER THAN A CERTIFIED SMALL BUSINESS ENTERPRISE (SBE) OR CERTIFIED BUSINESS ENTERPRISE (CBE) CONTRACTOR

- a. Pursuant to DC Code 2-354.04 and 8 DCMR Chapter 30, section 3019, a contract may be awarded through noncompetitive negotiation when there is only one source for the required good or service.

Ref Check, LLC is a company nationally that specializes in handling officials for collegiate teams. With over 15 years of assigning experience, Ref Check provides the best tournament referee opportunities.

- b. Searched the DSLBD website in an effort to find a certified business/vendor that had the expertise to provide the services as required. The University did not find any SBE/CBE business on the website. As a result, the Purchase Order was


issued to Ref Check, LLC who has the professional experience and qualifications that could satisfy the University's requirement and needs.

- c. Services provided will cover October 19, 2018 through March 02, 2018
- d. It is in the best interest of the University to meet its requirements with proposed contractor, based on historical data and recent purchase.

5. CERTIFICATION BY THE CONTRACT SPECIALIST

I have reviewed the above findings and certify that they are sufficient to justify the procurement of these services in accordance with DC Official Code Section 27 § 2-354.04: Title 8(b), DCMR Chapter 30 § 3019, 3019.1, 3019.4 and 3019.5 and recommend that the Chief Contracting Officer approve this proposed action.


10/18/18
Date


Benyi Inyama
Management Analyst

6. DETERMINATION

Based on the above findings and in accordance with UDC Regulations, I hereby determine that the above services described herein should be procured from Ref Check, LLC. It is further determined that the cost to the University is fair and reasonable and that the action is in the best interest of the University.

10/18/2018
Date


Mary A. Harris/Eddie Whitaker
Chief/Contracting Officer