

INTENT TO AWARD SINGLE SOURCE CONTRACT

Title	Intent to Award Sole Source Contract – Determination and Findings
Notice Date	June 1, 2018
Response Due Date	June 6, 2018
Reference Number	
Contract Description	The contractor shall provide academic executive personnel recruitment screening services to facilitate the selection of candidates for the positions of Provost and Dean of the David A. Clarke School of Law.
Vendor Name	ABG Search
Point of Contact	James Jenkins Senior Contract Specialist james.jenkins@udc.edu

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PURCHASE**

Agency: University of the District of Columbia
Caption: Academic Executive Personnel Recruitment Screening Services
Contractor: ABG Search

FINDINGS

1. Authorization:

Title 8 DCMR Section 3019

2. Minimum Need:

The University of the District of Columbia's minimum need is for ABG Search to provide academic executive personnel recruitment screening services to facilitate the selection of candidates for the positions of Provost and Dean of the David A. Clarke School of Law.

3. Estimated Reasonable Cost:

The estimated reasonable cost is \$147,000.00.

4. Facts Which Justify A Sole Source Purchase:

- A. A search of the NIGP codes disclosed that there is no contractor certified by Department of Small Local Business Development (DSLBD) to provide Academic Executive Personnel Recruitment Screening Services.
- B. AGB Search has provided the services to the University in the past in a satisfactory manner for a reasonable price and has offered to do so again. The price is reasonable based on historical pricing data and the requiring activity's review and acceptance.
- C. AGB's past satisfactory services gives it a unique insight into the University's needs and the University confidence in the receipt of quality service to fill the required positions with the best available talent.
- D. Between the years 2014 and 2018 AGB has provided similar services to 26 colleges and universities outside and inside of the DC area.
- E. According to the requiring activity the search for Provost and Chief Academic Officers must begin expeditiously to facilitate timely positioning of essential

personnel and the University of the District of Columbia maintaining its mission of providing quality higher education without interruption. Therefore, the requirement is essential to handle an existing or imminent emergency situation which could severely hamper the ability of University to accomplish its educational mission.

5. **Certification by the Contract Specialist:**

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

6/1/18
Date


James Jenkins
Senior Contract Specialist

DETERMINATION

Based on the above findings and in accordance with Title 8 DCMR Section 3019, I hereby determine that the award of the subject contract to ABG Search is in the best interest of the University of the District of Columbia and that the price for the services proposed is reasonable.

6/1/2018
Date


Mary Ann Harris
Director OSS&P
Chief Contracting Officer