

INTENT TO AWARD SINGLE SOURCE CONTRACT

Title	Intent to Award Sole Source Contract – Determination and Findings
Notice Date	February 22, 2018
Response Due Date	March 3, 2018
Reference Number	11856
Contract Description	The contractor shall implement and develop Phase II (Response & Recovery) of the University's Occupant Emergency Plan.
Vendor Name	The Triage Group
Point of Contact	James Jenkins Contract Specialist james.jenkins@udc.edu

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PURCHASE**

Agency: University of the District of Columbia
Requisition No.: R0011856
Caption: Emergency Management Program (EMP) Development Phase II
Contractor: The Triage Group

FINDINGS

1. Authorization:

Title 8 DCMR Section 3019

2. Minimum Need:

The University of the District of Columbia's minimum need is for The Triage Group to proceed with Phase II of work initiated under Contract No. GF-2017-C-0030, i.e. Emergency Management Program Development.

3. Estimated Reasonable Cost:

The estimated reasonable cost is \$75,000.00.

4. Facts Which Justify A Sole Source Purchase:

A. The initial award of Contract No. GF-2017-C-0030 to The Triage Group was a result of a competitive solicitation (request for Proposals) during which two contractors certified by the District's Department of Small Local Business Development (DSLBD) responded. The Triage Group was awarded the contract because it was the highest evaluated offeror. However, there are four foundational phases of Emergency Management:

1. Preparedness
2. Response
3. Recovery
4. Mitigation

Under contract number GF-2017-C-0030 The Triage Group recently developed the UDC Occupant Emergency Plan (OEP) as a key foundational document in the "Mitigation" portion of its overall EMP. With the Preparedness Phase being completed and the availability of grant funding they recently secured from DCHSEMA the UDC Office of Public Safety & Emergency Management (OPSEM) is now ready to move forward in the "Response & Recovery" portion of its EMP development. Due to their extensive involvement with Phase One in

building the OEP The Triage group is uniquely qualified to continue this time sensitive work.

- B. It is necessary for the contractor to continue the work with the increased requirement because it is impracticable to solicit and pay another source to go over work already completed by The Triage Group in order to begin the current requirement.
- C. The work is to be completed by April 30, 2018.
- D. The price is reasonable in consideration of the requiring activity's acceptance.

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

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

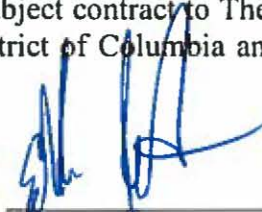
2/22/18
Date


James Jenkins
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 The Triage Group is in the best interest of the University of the District of Columbia and that the price for the services proposed is reasonable.

2/22/18
Date


Eddie Whitaker, Contracting Officer
Deputy Director OSS&P