

**DETERMINATION AND FINDING  
FOR A SOLE SOURCE PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
Office of the Chief Operating Officer  
**CAPTION:** OnBase® System Solutions/Electronic Inquiries and Forms  
**PROPOSED CONTRACTOR:** DigiDoc, Inc. dba Document Managers  
**CONTRACT NO.** N/A

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354.04.5 and 27 DCMR, Section 1304 and 1702.

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of the Chief Operating Officer (OCOO) has an immediate need to procure the services of DigiDoc, Inc. dba Document Managers to support the development and implementation of electronic inquiry tools and forms using OnBase® Software.

**3. ESTIMATED COST:**

The estimated cost is \$99,476.41.

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

DCPS-OCOO recommends the services of DigiDoc, Inc. dba Document Managers to provide DCPS a configurable workflow management and e-forms solution for concurrent users and concurrent workflow users that require minimum new development. OnBase® Software is classified as Enterprise Content Management (ECM) software that will allow the Business Operations Team to transition from paper based business processes to electronic workflows. It also empowers organizations to expand solutions as needs change and business processes evolve.

This system will initially be developed to enable the Business Operations Team to manage:

1. Building Usage Agreements:
  - Beginning with the community member inquiry through the approval process flow to include school based staff, staff members within the District of Columbia.
2. Administrative Facilities Inquiries
  - This will allow staff members located in the DCPS administrative sites to submit facility requests electronically.
  - Facility requests will be received, tracked and closed within this system.
3. Electronic Signature Approval:
  - Provides the capability for electronic signature by DCPS officials who previously provided their approval via paper abstract, to include the review and signature of Memorandums of Understanding (MOUs).
  - Ratification for Non-Payment Process: Provides the ability for electronic approval of multiple DCPS officials.

The system also has the capability to be internally configured and expanded for future purposes, including, expanding communications with other divisions and agencies, facilitating paper reduction and enhancing process improvement.

DigiDoc, Inc. dba Document Managers is uniquely qualified to provide the OnBase® Software to DCPS because:

1. OnBase® Software is a software suite designed and developed by Hyland Software, Inc.
2. Hyland Software, Inc. only authorizes the OnBase® Software to be sold through regional resellers.
3. Hyland Software, Inc. has designated DigiDoc, Inc. dba Document Managers as the only authorized reseller of OnBase® Software headquartered in Washington, DC (see Attachments A&B).
4. DigiDoc, Inc. dba Document Managers is the only DC Supply Schedule holder authorized to resell OnBase® Software (see Attachments A&B).
5. DigiDoc, Inc. dba Document Managers is a certified small business enterprise (SBE) certified by the District of Columbia's Department of Small and Local Business Development (DSLBD).

Based on the aforementioned information, it is both necessary and in the best interest of DCPS, Office of the Chief Operating Officer, to contract with DigiDoc, Inc. dba Document Managers as the sole source for providing the OnBase® Software solution to DCPS. A sole source award is the most efficient and most cost effective procurement method.

**CERTIFICATION BY THE DCPS PROGRAM OFFICE:**

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca Newman  
Director, Business Operations, OCOO

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Official Code § 2-354 and 27 DCMR 1304 and 1700. Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Procurement Officer