



DETERMINATION AND FINDINGS FOR AN EMERGENCY CONTRACT

CONTRACT NO: GAGA-2021-T-0016
REQUISITION NO: RK166941
CAPTION: Supplies for SY21 School Opening
AGENCY: Office of the Chief Operating Officer (OCOO)
PROPOSED CONTRACTOR: SKY LLC DBA US OFFICE SOLUTIONS

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements)

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS), Resource Strategy Office (RSO), Contracts and Acquisitions Division (OCA), on behalf of the Office of the Chief Operating Officer (OCOO) is seeking a Contractor to provide schools supplies for the SY 2021 School Opening. OCOO provides the requirements to enhance a seamless operation to meet the needs of the teachers and students for the school opening as an essential, and integral part of the education of DCPS Public Schools system.

In order to ensure that all eligible students can participate equally and without barrier, the agency must provide the required school supplies for the new year school opening.

There is an immediate need for the school supplies to prevent interruption in service delivery that cannot be met through normal procurement methods at this time. Therefore, this emergency procurement action must be executed. The selected vendor, a District of Columbia Supply Schedule Contractor meets the following minimum requirements:

- a. Be compliant with District certification requirements.
- b. Have a necessary credentials enough to respond to scheduled deliveries trips as described in the contract.
- c. Possess, maintain and keep in full force during the term of the contract, at its own costs and expense, insurance coverage at the limits prescribed by the District Office of Risk Management;
- e. Shall ensure that every staff meets the required DCPS administered background check, finger printing, and criminal background check requirements prior to providing the services, if needed under this Emergency Contract.

A Task Order will be issued by OCA, in conjunction with this Emergency Procurement Determination to enhance the delivery of the goods and services by the vendor. The period of performance for this emergency contract shall be from October 26, 2020 thru December 31, 2021.

D&F for Emergency Contract

3. ESTIMATED REASONABLE COST:

Based on the historical data and informal research of prices for the required services, the estimated reasonable cost of the emergency contract is \$1,189,995.80.

4. FACTS THAT JUSTIFY EMERGENCY PROCUREMENT:

The primary purpose of this emergency contract is to continue providing the required school supplies for the SY 2021 school opening for DCPS Public Schools. The District of Columbia Office of the Chief Business Officer (OCBO) has been tasked to perform the food services programs in house.

Pursuant to the PPRA Section 405 Emergency Procurement, an emergency declaration (2020-057) has been enacted as of April 5, 2020. Emergency Type: COVID-19, for this procurement.

5. CERTIFICATION BY AGENCY DIRECTOR:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Patrick Davis
Chief Operating Officer

Date

6. DETERMINATION

Based upon the authorities, findings and in accordance with D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements), I hereby determine that the proposed emergency procurement is in the best interest of the District of Columbia.

Candace A. Butler
Chief Procurement Officer

Date