



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 COVID-19 related operational supplies for school related to the SY 2021 School Re-Opening. 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 operational/building 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. Compliance with District certification requirements;
- b. 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; and
- e. The ability to 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 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, 2020.

D&F for Emergency Contract

3. ESTIMATED REASONABLE COST:

Based on the historical data and informal research of prices for the required supplies, 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 the one time provision the required COVID-19-related operational/building supplies for the SY 2021 school re-opening for DCPS Public Schools. 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 PROGRAM OFFICE:

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