

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

1. **Authorization**<sup>i</sup>

- DC Law: 34-804
- DC Law: 34-801
- 15 DCMR: §3700

2. **Minimum Need:**

The Office of the People’s Counsel requests the services of Coard Consulting, LLC to continue to provide professional management services to the Office of the People’s Counsel for the District of Columbia.

3. **Estimated Fair and Reasonable Price:**

\$10,000

4. **Facts That Justify a Sole Source Procurement:**

- A. The Office of the People’s Counsel “OPC” is an independent agency of the District of Columbia government. By law, it is the advocate for consumers of natural gas, electric and telephone services in the District. District of Columbia law designates the Office as a party to all utility-related proceedings before the Public Service Commission. The Office also represents the interests of District ratepayers before federal regulatory agencies. The Office is authorized to investigate the operation and valuation of utility companies independently of any pending proceeding. OPC uses its website for education and outreach. Revised web formats have reduced page load time for consumers and the addition of materials in specific interest areas allows browsers to access tips and emergency information with ease. OPC often uses website documents as a backdrop to slide show presentations, workshops, conferences, community meetings, and other relevant educational and outreach forums.
- B. The Office will use Coard Consulting, LLC to continue to provide professional management services to the Office of the People’s Counsel that will focus on ensuring staff adherence to existing policies and procedures recently developed by Mr. Coard, as established in OPC administrative issuances. Coard Consulting, LLC will also work with the People’s Counsel to implement HR departmental policies and automated processes. Additionally, Coard Consulting, LLC will continue the agency’s strategic direction to make improvements in the financial reports that will assist OPC in the general oversight of the FY2013 budget and will also provide financial oversight in the implementation of the FY2014 approved budget. As well, Mr. Coard is the agency liaison for working with the

DC Auditors Office for audits of the Agency Trust Fund for fiscal years 2008 thru 2011. In addition, Mr. Coard with work closely with the Ivy Planning Group to conduct a cultural assessment of the staff to improve workforce development.

- C. Coard Consulting, LLC's Chief Executive Officer, Eric W. Coard has over 29 years of government experience in the areas of business and financial management, including serving as the Chief Operating Officer of two major governmental agencies. Eric Coard served as the Chief Financial Officer of the District Metropolitan Police Department, responsible for the administration of a \$600 million budget, one of the most complex budgets in municipal government before accepting the position of Senior Executive Director of the department. He is a proven leader with expertise in public sector business operations and service delivery. He was also the Associate Treasurer of the District government where he controlled the daily release of all cash disbursements by the District of Columbia government for vendor payments - a position consistent with the District of Columbia Quick Payment Act, wherein he played a vital role in its development. He currently oversees all business operations of the DC Public Library system (DCPL), and is responsible for the management and control of local and capital budgets in excess of \$300 million. Coard Consulting, LLC. clearly has the unique qualities and capabilities to provide the necessary professional management services to meet the distinctive needs of the Office of the people's Counsel that are consistent with current District of Columbia government financial management policies, procedures and practices.
- D. It is for the reasons outlined herein that a modification to the Coard Consulting contract is warranted.

5. **Certification by the Contracting Officer:**

I hereby certify that the above facts are accurate and complete.

\_\_\_\_\_  
Frank G. Scott, Jr.  
Contracting Officer

\_\_\_\_\_  
Date

## DETERMINATION

Based on the above findings and in accordance with the District of Columbia procurement regulations: *DC Law: 34-804*; *DC Law: 34-801*; and *15 DCMR §3700*, I hereby determine that the award of a sole source contract for the services described herein is in the best interest of the Office of the People’s Counsel.

\_\_\_\_\_  
Sandra Mattavous-Frye  
People’s Counsel

\_\_\_\_\_  
Date

<sup>i</sup> Procurement authority is vested in the Commission pursuant to § 13 (c) (2) of the Residential Real Property Seller Disclosure, Funeral Services Date Change, and Public Service Commission Independent Procurement Authority Act of 1998 (D.C. Law 12-263). The Commission is statutorily exempt from the D.C. procurement rules as set forth in D.C. Official Code § 1-1181 et seq.

DC Law: 34-804, hereby established within the Public Service Commission of the District of Columbia, has established by DC Law: 34-801, an office to be known as the “Office of the People’s Counsel”. The office shall be a party, as of right, in any investigation, valuation, revaluation, or proceeding of any nature by the Public Service Commission of or concerning a public utility operating in the District of Columbia.

15 DCMR §3700: Public Utilities and Cable Television- Public Service Commission Rules of Practice and Procedure