DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

1. **Authorization**[i]

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

2. **Minimum Need**:

The Office of the People's Counsel request the services of A Digital Solutions, Inc to provide the formal case printing for the Office of the People's Counsel.

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

$34,855.00

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 proceedings.

B. A Digital Solutions offers consulting and related services for every phase of the litigation life cycle including project scoping, preservation of data, data collections processing, hosting, review, and production. The Company also offers and supports a wide variety of proven software solutions for case management, database and image viewing, and trial presentation. As a result of exigent circumstances requiring major print production for a critical document, OPC is need of immediate printing services.

C. OPC is familiar with A Digital Solutions work quality, work product and job turn-around time.

D. It is for the reasons outlined herein that it is recommended that a sole source contract be awarded to A Digital Solutions, Inc.

5. **Certification by the Office of the People's Counsel**:

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

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Frank G. Scott, Jr. Date
Contracting Officer

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.

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Sandra Mattavous-Frye Date
People's Counsel

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[i] Procurement authority is vested in the Commission pursuant to § 13 (c) (2) of the Residential Real Property Seller Disclosure, Funeral Service Date Chang, 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, herby 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 by 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.