

**CLASS DETERMINATION & FINDINGS  
FOR A  
SINGLE AVAILABLE SOURCE PROCUREMENT**

**Agency:** Office on Aging (OoA)

**Caption:** Elderly Meals Services

**Contractor /**

<b>Contract No.:</b>	Holder Enterprises	DCPO-2012-B-0050
	Top Spanish Café	DCPO-2012-B-0052
	Dutch Mill Catering	DCPO-2012-B-0049
	GFS Catering	DCPO-2012-B-0051
	Catholic Charities	DCPO-2012-C-0260

**FINDINGS**

**1. AUTHORIZATION:**

Sec. 305(a)(1), D.C. Official Code 2-303.5(a)(1), and 27 DCMR 1702.2

**2. MINIMUM NEED:**

The Government of the District of Columbia, Office on Aging (OoA) has an immediate need for the current qualified food service contractor(s) to continue to provide preparation and delivery of a portion of all daily nutritious meals consisting of hot and cold foods, condiments and general supplies, for eligible participants at congregate nutritional sites and homebound elderly program participants that resides near congregate sites. Each contractor shall continue providing meal delivery services to assigned groups of District Wards in the District of Columbia. The elderly meals food service program shall be required to extend the food services for three (3) months.

The period of performance is from June 1, 2012 through August 31, 2012, until a new contract(s) can be competitively awarded.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

Holder Enterprises	\$496,841.00	(Wards 5, 6, and 7-Homebound Meals)
Top Spanish Café	\$ 82,592.00	(Ward 1 – culturally sensitive meals)
Dutch Mill Catering	\$483,272.00	(Wards 1, 2, 3, 4 and 7-Homebound Meals)
GFS Catering	\$130,537.00	(Wards 7 and 8)
Catholic Charities	\$434,565.00	(Homebound Client Food Preparation)

**4. EXPIRATION DATE**

This Single Available Source Class Determination and Findings will expire on August 31, 2012.

**5. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

- a. The current contracts will expire on May 31, 2012. These five contractors were originally awarded emergency contracts totaling up-to- six months. The goal of the District is to award a long term contracts to the nutritional sites and homebound elderly participants on a continuous basis.
- b. The contractors offer daily meals at the same rates listed in Section B.4 Price Schedule of the contract.
- c. The current contractors have been performing the services in separate portions by District Wards since there is no one supplier that can fulfill all requirements to all eight district wards since the bankruptcy of the previous contractor in July 2011. Breaking down the food service requirement by numbered Wards and delivery sites is the only way to ensure that this vital service is provided to the elderly program participants without interruption.
- d. OoA officials are satisfied with the services performed by the current contractor. The District requires of Office of Aging to daily nutritious meals to eligible elderly participants.
- e. Public Notice of OCP's intent to award a single available source/sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The posting was submitted to OCP's website on May 2, 2012.

**6. CERTIFICATION BY AGENCY DIRECTOR**

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

\_\_\_\_\_  
John M. Thompson, Ph.D.  
Executive Director

\_\_\_\_\_  
Date

**7. CERTIFICATION BY THE CONTRACTING OFFICER:**

Public Notice of OCP's intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The posting was submitted to OCP's website on May 2, 2012.

I have reviewed the above findings and certify that they are sufficient to justify the of this sole source contract under the cited authority. I recommend that the Chief Procurement Officer approve this sole source contract.

\_\_\_\_\_  
Shafiq R. Choudhary CPM, CPPB  
Contracting Officer

\_\_\_\_\_  
Date

**DETERMINATION**

Based on the above findings and in accordance with Sec. 305(a)(1), D.C. Official Code 2-303.5(a)(1), and 27 DCMR 1702.2, I hereby determine that the subject contract may be procured using the single available source method of procurement. . It is further determined that the awards are in the best interest of the Government of the District of Columbia.

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James D. Staton, Jr.  
Chief Procurement Officer

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Date