

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

1. **Authorizationⁱ**

- 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 Xerox Financial Services LLC/Potomac Business Solutions, LLC to lease and provide associated supplies for a Xerox C8155 copier with BR booklet maker finisher and fax kit for business processing and digital printing and publishing applications for the Office of the People's Counsel

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

\$12,000

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

The Office of the People's Counsel 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.

- A. Xerox Financial Services, LLC/Potomac Business Solutions, LLC provides a full array of state-of-the-art office copiers, printers, business processing and digital printing applications. These are unique and essential services that provide OPC the vehicle to generate documents and publications germane to the efficient delivery of OPC's mission.

- B. OPC has maintained a lessor-lessee arrangement with Xerox Financial Services, LLC/Potomac Business Solutions, LLC for copier services for the past four years.
- C. OPC is continuing to maintain its copier lessor-lessee with Xerox Financial Services, LLC/Potomac Business Solutions, LLC and will upgrade its copier to a newer model that better suits its business needs.
- D. It is for the reasons outlined herein that it is recommended that a sole source contract be awarded to Xerox Financial Services, LLC/Potomac Business Solutions, LLC.

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

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

Cherry Belle
Administrative 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.

Eric Scott
Chief Operating Officer

Date

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.