

**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 (OPC) requests the services of CRW & Associates to enhance agency organizational processes and procedures that will drive accountability through effective leadership development, communications, collaborations and definitive roles and responsibilities that are codified in position descriptions and performance management plans.

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

\$19,024

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

- A. 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.
- B. CRW & Associates is a Woman-owned Small Business (WOSB) and Service-Disabled Veteran-owned Small Business that CRW consistently helps government, nonprofit and corporate organizations, whose mission focuses on public outreach and advocacy, to solve operational and regulatory challenges, improve procedural, technological and financial performance and enhance client outcomes.
- C. CRW & Associates has previously worked with OPC to conduct a Management and Organizational Assessment initiative to improve OPC’s internal communications, assess the current organizational structure for effective and efficient communication, assess the current management

structure for appropriate supervision and leadership and to increase productivity

D. CRW & Associates has experience with OPC's current management and organizational culture, processes and procedures, which will provide them the knowledge required to enhance said culture, processes and procedures.

E. It is for the reasons outlined herein that it is recommended that a sole source contract be awarded to CRW & Associates.

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  
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 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.