



**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

REQUISITION NO: 4376
CAPTION: Diligent Boards
SERVICE PROVIDER: Diligent Corporation
AGENCY DIVISION/ PROGRAM: DCRB Information Technology Department

FINDINGS

1. AUTHORIZATION:

7 DCMR §1608

2. MINIMUM NEED:

The District of Columbia (District) Office of Contracting and Procurement (OCP), on behalf of the District of Columbia Retirement Board (DCRB) is seeking a Contractor to provide annual licensing, maintenance, and support for Diligent Boards.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is \$32,680.3.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

In 2015, the District of Columbia Retirement Board (“DCRB”) acquired and implemented Diligent Boards, a product that provides board members secure access to board materials from anywhere, at any time, thereby increasing their productivity and efficiency. The solution allows DCRB staff members to create, distribute and manage board materials quickly and easily.

DCRB requires the Diligent Boards subscription to maintain the critical message board capability for routine agency operations.

Diligent Corporation provided a letter, signed and dated January 28, 2022, to confirm that Diligent Corporation (and group companies) are the only entities authorized to sell the Diligent Boards (formerly known as Diligent Boardbooks) product.

It is in the best interest of DCRB to continue services utilizing Diligent Boards to avoid interruption of services needed for DCRB’s critical message board capability and routine agency operations.

5. CERTIFICATION BY DCRB DIVISION HEAD/REPRESENTATIVE:

I hereby certify that the above findings are true, correct, and complete.

Date

Ram Murthy
Director
Information Technology Department

6. CERTIFICATION BY THE DC OFFICE OF CONTRACTS & PROCUREMENT:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Contracting Officer approve the use of the sole source procurement method for the proposed procurement.

Date

Yvette Henry
Contract Officer

7. DETERMINATION BY DCRB CHIEF CONTRACTING OFFICER

Based on the above findings, and in accordance with the cited authority, I hereby determine that it is not feasible or practical to initiate a competitive solicitation process. Accordingly, I determine that DCRB is justified in using the sole source method of procurement.

Date

Gianpiero JP Balestrieri
Chief Contracting Officer