

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**



Pursuant to section 202(c-1) of the Procurement Practices Reform Act of 2010, as amended, D.C. Official Code § 2-352.02(c-1), the following contract summary is provided:

**COUNCIL CONTRACT SUMMARY**

Tipping Action

- (A) Contract Number:** CW64063
- Proposed Contractor:** Health IT 2 Business Solutions, LLC dba CODICE
- Contract Amount:** Minimum \$10  
Maximum \$10,000,000
- Unit and Method of Compensation:** Fixed unit prices payment will be made on the completion of work for an individual delivery/task order.
- Term of Contract:** March 18, 2022 through March 17, 2023  
(Option Year Three)
- Type of Contract:** Indefinite Delivery/Indefinite Quantity with payment based upon fixed unit prices.
- Source Selection Method:** DC Supply Schedule

**(B) For a contract containing option periods, the contract amount for the base period and for each option period. If the contract amount for one or more of the option periods differs from the amount for the base period, provide an explanation of the reason for the difference:**

Base Period Amount: Minimum Contract Amount: \$10 (CA23-0036)  
Maximum Contract Amount: \$10,000,000

Explanation of difference from base period (if applicable):

Option Period One Amount: Minimum Contract Amount: \$10 (A23-0436)  
Maximum Contract Amount: \$10,000,000

Explanation of difference from base period (if applicable):

N/A

Option Period Two Amount: Minimum Contract Amount: \$10 (CA24-0024)  
Maximum Contract Amount: \$10,000,000

Explanation of difference from base period (if applicable):

N/A

Option Period Three Amount: Minimum Contract Amount: \$10  
Maximum Contract Amount: \$10,000,000

Explanation of difference from base period (if applicable):

N/A

Option Period Four Amount: Minimum Contract Amount: \$10  
Maximum Contract Amount: \$10,000,000

**(C) The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract:**

The purpose of the DC Supply Schedule (DCSS) program is to serve as the primary contract action for all District agencies to acquire support for their recurring requirements. This particular schedule is designed to provide mission oriented business integrated services (MOBIS) in support of District agencies.

The social and economic impact of the program is to allow certified business enterprises the opportunity to conduct business with the District of Columbia, thus creating additional jobs for city residents.

In accordance with paragraph one of the DCSS Terms and Conditions, the District of Columbia receives a one percent fee. This fee is based on the invoice amount and provides revenue to the District.

**(D) The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price, technical or quality, and past performance components:**

DCSS solicitations are open on a continuous basis for MOBIS. The solicitation for MOBIS was issued on July 31, 2017. Health IT 2 Business Solutions, LLC dba CODICE submitted application number MOBIS20181 on April 26, 2018.

**(E) A description of any bid protest related to the award of the contract, including whether the protest was resolved through litigation, withdrawal of the protest by the protestor, or voluntary corrective action by the District. Include the identity of the protestor, the grounds alleged in the protest, and any deficiencies identified by the District as a result of the protest:**

There are no bid protests related to the award of the contract.

**(F) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and performance on past or current government or private sector contracts with requirements similar to those of the proposed contract:**

Based on review of the application submitted, the contracting officer determined through the Determinations and Findings for Contractor Responsibility that Health IT 2 Business Solutions, LLC dba CODICE has the necessary organizational experience, technical skills, accounting and operational controls to provide the requirements of the contract. Health IT 2 Business Solutions, LLC dba CODICE has been providing the services to the District since 2009 and has maintained a favorable performance record.

**(G) The period of performance associated with the proposed change, including date as of which the proposed change is to be made effective:**

Modification No. M0013: March 18, 2022 through August 15, 2022.

Proposed Modification No. M0014: Extends the period of performance to include August 16, 2022 to March 17, 2023. The modification will be effective upon approval by Council.

**(H) The value of any work or services performed pursuant to a proposed change for which the Council has not provided approval, disaggregated by each proposed change if more than one proposed change has been aggregated for Council review:**

Modification No. M0013: Not to exceed contract amount of \$950,000.

Proposed contract Modification No. M0014: Not-to-exceed total contract amount of \$10,000,000.

**(I) The aggregate dollar value of the proposed changes as compared with the amount of the contract as awarded:**

The aggregate amount is \$10,000,000.

**(J) The date on which the contracting officer was notified of the proposed change:**

March 17, 2022.

**(K) The reason why the proposed change was sent to Council for approval after it is intended to take effect:**

The contract modification for option year three was exercised at less than one million dollars prior to Council review to allow for the continuation of services while OCP completed its due diligence in preparing the million dollar package for Council.

**(L) The reason for the proposed change:**

Exercising option year three at the full term and the contract ceiling amount of \$10,000,000 enables the District to have the flexibility to issue multiple orders for mission oriented business integrated services in a relatively short period of time.

**(M) The legal, regulatory, or contractual authority for the proposed change:**

27 DCMR§3601.3

**(N) A summary of the subcontracting plan required under section 2346 of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.* (“Act”), including a certification that the subcontracting plan meets the minimum requirements of the Act and the dollar volume of the portion of the contract to be subcontracted, expressed both in total dollars and as a percentage of the total contract amount:**

Health IT 2 Business Solutions, LLC dba CODICE is a certified business enterprise and therefore, it is not required to have a subcontracting plan associated with this contract.

**(O) Performance standards and the expected outcome of the proposed contract:**

The purpose of the DCSS program is to serve as the primary contract action for all District agencies to acquire support for their recurring requirements. This particular schedule is designed to provide mission oriented business integrated services in support of District agencies.

**(P) The amount and date of any expenditure of funds by the District pursuant to the contract prior to its submission to the Council for approval:**

None

**(Q) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02:**

The Agency Fiscal Officer has certified that funds for the minimum quantity of \$10 dollars are available for FY2022 and that minimum-quantity funds for FY2023 have been budgeted by the agency.

**(R) A certification that the contract is legally sufficient, including whether the proposed contractor has any pending legal claims against the District:**

The Attorney General for the District of Columbia has reviewed and approved the subject contract. Health IT 2 Business Solutions, LLC dba CODICE has no pending legal claims against the District.

**(S) A certification that Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes. If the Citywide Clean Hands Database indicates that the proposed contractor is not current with its District taxes, either: (1) a certification that the contractor has worked out and is current with a payment schedule approved by the District; or (2) a certification that the contractor will be current with its District taxes after the District recovers any outstanding debt as provided under D.C. Official Code § 2-353.01(b):**

The Citywide Clean Hands database report indicates Health IT 2 Business Solutions, LLC dba CODICE is current with its District taxes as of March 8, 2022.

**(T) A certification from the proposed contractor that it is current with its federal taxes, or has worked out and is current with a payment schedule approved by the federal government:**

The contractor has certified that they are in compliance with federal tax requirements by submitting the Bidder Offeror Form.

**(U) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.*:**

Health IT 2 Business Solutions, LLC dba CODICE is currently a certified business enterprise and their certification number is LSZR40992082024.

**(V) Other aspects of the proposed contract that the Chief Procurement Officer considers significant:**

None

**(W) A statement indicating whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:**

Health IT 2 Business Solution, LLC, dba CODICE is not listed on the Federal or District Excluded Parties List.

**(X) Any determination and findings issues relating to the contract's formation, including any determination and findings made under D.C. Official Code § 2-352.05 (privatization contracts):**

Determination and Findings for Contractor's Responsibility dated October 22, 2018.

**(Y) Where the contract, and any amendments or modifications, if executed, will be made available online:**

OCP website located at [www.ocp.dc.gov](http://www.ocp.dc.gov).

**(Z) Where the original solicitation, and any amendments or modifications, will be made available online:**

OCP website located at [www.ocp.dc.gov](http://www.ocp.dc.gov).