

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

(Retroactive)

(A) Contract Number: CW116019

Proposed Contractor: Immediate Mailing Services, Inc (IMS)

Proposed Contractor's Principals:

Warren Lee Vanderpool, Jr – Chief Executive Officer

Mark Vanderpool – EVP & Chief Technology Officer

Contract Amount (Option Period One): Not-to-Exceed (NTE) \$1,168,486.05

Unit and Method of Compensation: Fixed Unit Price

Term of Contract: October 1, 2024 through September 30, 2025

Type of Contract: Indefinite Delivery Indefinite Quantity with a Firm Fixed Price Component

Source Selection Method: Competitive Sealed Proposal (RFP)

(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: NTE \$379,731.38

(May 28, 2024 through September, 2024)

Option Period One Amount: NTE \$1,168,486.05

(October 1, 2024 through September 30, 2025)

Explanation of difference from base period (if applicable): The total for option period one is higher because the base period, period of performance was four months and option period one is for twelve months. Therefore, the IMS printing and mailing services total contract value for the base period was significantly lower.

Option Period Two Amount: NTE \$1,196,656.06

(October 1, 2025 through September 30, 2026)

Explanation of difference from base period (if applicable): The total for option period two is higher because the base period, period of performance was four months and option period two is for twelve months. Therefore, the IMS printing and mailing services total contract value for the base period was significantly lower.

Option Period Three Amount: NTE \$1,196,656.06

(October 1, 2026 through September 30, 2027)

Explanation of difference from base period (if applicable): The total for option period three is higher because the base period, period of performance was four months and option period three is for twelve months. Therefore, the IMS printing and mailing services total contract value for the base period was significantly lower.

Option Period Four Amount: NTE \$1,225,846.07

(October 1, 2027 through September 30, 2028)

Explanation of difference from base period (if applicable): The total for option period four is higher because the base period, period of performance was four months and option period four is for twelve months. Therefore, the IMS printing and mailing services total contract value for the base period was significantly lower.

(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 District of Columbia (the District), Office of Contracting and Procurement (OCP), on behalf of the Department of Health Care Finance (DHCF) is seeking a contractor to provide timely, high volume, high technology, printing and mailing services for the District of Columbia Access System (DCAS). On a daily basis, DCAS generates a combination of notices, forms, and invoices, in multiple languages, for various social services programs administered by DHCF, District Department of Human Services and DC Health Benefit Exchange Authority that need to be printed and mailed.

(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:

Solicitation Number Doc597421 was issued to the public on May 4, 2023 through an RFP. The solicitation closed on May 25, 2023. On the closing date, the District received two proposals in response to the solicitation. The two proposals were evaluated in accordance with the technical evaluation factors as described in the solicitation, which are listed below.

The evaluation factors consisted of:

Method of Approach;
Security;
Past Performance; and
Price.

Based upon the findings of the technical evaluation panel and the contracting officer's independent review of the proposals in accordance with the evaluation factors, the contracting officer

determined that the proposal from IMS was the most advantageous offer to the District and that it is in the best interest of the District that award be made to IMS.

- (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:**

None

- (F) A description of any other contracts the proposed contractor is currently seeking or holds with the District:**

Contract Number: CW116019
Task Order Agreement No: DCHBX-2025-C-0005
Caption/Title: Printing and Mailing Services

- (G) 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:**

IMS has demonstrated through past performance reports that their organization has the history, organizational and technical experience, including the key personnel required to successfully meet the requirements of the contract. Likewise, it has been determined that the contractor maintains the financial resources, accounting, and operational controls to successfully fulfill the District's requirement. The contractor has been determined responsible in accordance with the District's standards for responsibility.

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

The period of performance associated with the proposed change is October 1, 2024 through September 30, 2025.

Modification M0001 was executed for the period starting October 01, 2024 through January 31, 2025 in the amount NTE \$389,565.92.

Modification M0002 was executed for the period starting February 01, 2025 through March 31, 2025 in the amount NTE \$194,782.04.

Modification M0003 will be executed for the period starting April 01, 2025 through September 30, 2025 in the amount NTE \$584,137.19.

- (I) 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 M0001 was executed for the period starting October 01, 2024 through January 31, 2025 in the amount NTE \$389,565.92.

Modification M0002 was executed for the period starting February 01, 2025 through March 31, 2025 in the amount NTE \$194,782.04.

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

NTE \$1,168,486.05

Modification M0001 was executed for the period starting October 01, 2024 through January 31, 2025 in the amount NTE \$389,565.92.

Modification M0002 was executed for the period starting February 01, 2025 through March 31, 2025 in the amount NTE \$194,782.04.

Modification M0003 will be executed for the period starting April 01, 2025 through September 30, 2025 in the amount NTE \$584,137.19.

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

The Contracting Officer determined the need to partially exercise option period one on July 01, 2024.

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

Additional time was needed for due diligence in obtaining required approvals and compliance documents. The proposed change is being requested to allow for the continuation of contractual services under the option's period of performance, which is valued to exceed one million dollars.

(M) The reason for the proposed change:

The contracting officer exercised a partial option for continued services while council approval was sought for option period one.

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

The proposed change is in accordance with 27 DCMR Chapter 20 section 2008 "Exercise of Options".

(O) A certification that the proposed contractor has been determined not to violate section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a; and (2) A certification from the proposed contractor that it currently is not and will not be in violation of section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a:

The contractor has certified, via the Bidder/Offeror Certification form, that it is (1) not in violation of section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a; and (2) currently is not and will not be in violation of section 334a of the Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Amendment Act of 2011, D.C. Official Code § 1-1163.34a, dated October 21, 2024.

- (P) 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:**

The contractor provided a subcontracting plan with a set-aside of 35% with a total dollar amount of \$408,970.12. The contracting officer has determined that the plan meets the Department of Small and Local Business Development requirements.

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

The expected outcome of the proposed contract is to provide printing and mailing services to support DCAS operations.

- (R) 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:**

Modification M0001 in the amount NTE \$389,565.92 was executed on September 27, 2024.

Modification M0002 in the amount NTE \$194,782.19 was executed on January 14, 2025.

- (S) 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 DHCF Agency Fiscal Officer certified that funding in the amount of \$1,168,486.05 is available to support the contract for option period one.

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

The Office of the Attorney General has determined that the contract is legally sufficient and that the contractor has no pending claims against the District.

- (U) A statement 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)

On February 11, 2025, the Citywide Clean Hands database certified that the Contractor is current with its District taxes.

(V) 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 self-certified, via the Bidder/Offeror Certification form, that it is current with its federal taxes.

(W) 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.*:

The contractor is not a certified local, small or disadvantaged business enterprise.

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

None

(Y) 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:

As of November 22, 2024 the contractor does not appear on the Office of Inspector General Exclusions Database, the Federal Excluded Parties List or the District's list of Debarred and Suspended Contractors.

(Z) 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 December 5, 2024
Determination and Findings for Price Reasonableness, dated December 5, 2024

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

www.ocp.dc.gov

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

www.ocp.dc.gov