

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

AGENCY: Office of the Attorney General
CONTRACTOR: Lyft, Inc.
CAPTION: Ride Share Transportation Services
REQUISITION/PO NO.:

FINDINGS

1. AUTHORIZATION:

D.C. Code § 2–354.04, 27 DCMR 27 DCMR 5022 and 5032

2. MINIMUM NEED:

The Office of the Attorney General (OAG) has a need for on-demand transportation of approximately 100 employees, including employees of its Office of Community Engagement, Civil Litigation Division, and the Restorative Justice and Victims’ Services Sections, throughout Washington, DC, and if necessary, the Washington, DC suburbs. OAG seeks a ridesharing company for approximately 96 round trips per month.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable price is \$3,000 per month, which totals approximately \$36,000 for one year. The price is estimated based on Lyft’s trip calculator from 441 4th Street to the farthest points in Washington, D.C. (i.e. Blue Plains, Southview, Takoma Station and Shepard Park). The estimated price to these points on average is \$15.50 one way and the minimum fare to take a Lyft is \$5.00. The actual price can be lower or higher due to distance, Lyft typeⁱ, rush hourⁱⁱ, and feesⁱⁱⁱ.

ⁱ Lyft offers six (6) types of rides (i.e. Line, Lyft, Plus, Premier, Lux, Lux SUV).

ⁱⁱ Peak hours in Washington D.C. vary day-to-day, but often fall between 7am-9pm and 6pm-8pm.

ⁱⁱⁱ Lyft charges fees for cancellations, scheduled rides, airports, and crossing state lines.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

OAG is the chief legal office of the Government of the District of Columbia. The agency is charged with enforcing the laws of the District in a manner that is in the public's interest. OAG provides the District government with high quality legal advice, defends the city in all lawsuits, promotes public safety by prosecuting crimes and deterring public nuisances, and protects the city's most vulnerable residents. Employees often operate outside of normal business hours, when public transportation is of limited availability. Staff also provide services in neighborhoods where the Metrorail is not within walking distance. This results in extended travel time to and from the jobsite due to wait time for a bus or taxicab. Moreover, staff utilizes banners, pamphlets, case files, and other supplies that are difficult to carry on public transportation. Ridesharing will alleviate travel time, increase productivity, and ensure that applicable OAG employees arrive at and depart from outreach events, depositions, and/or meetings in a timely manner.

The Department of Public Works previously implemented Vehicle on Demand (VOD), which provided free ridesharing services to District employees. However, VOD since then has been discontinued as of April 30, 2018.

Lyft is the only ride sharing app that accepts purchase orders and that can meet OAG's timeliness needs. Contracting with Lyft will (1) eliminate the need for these employees to advance their personal funds, and later seek reimbursement; (2) increase administrative efficiencies in the procurement and finance processes; (3) allow OAG to track these employees' local travel expenses in a single electronic system. Therefore, Lyft is the only vendor reasonably available to provide the required transportation services. It is in the best interest of the District to contract with Lyft.

A notice of intent to award a sole source contract was posted for ten days as required by DC Code § 2-354.04(c) and 27 DCMR 5022 and no response was received.

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that there is a single available source to meet the essential requirements as described above and that the Office of the Attorney General is justified in using the sole source method of procurement.

Date

Emma Clark
Agency Contracting Officer