



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

# Sole Source Contract Compliance



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- **Objective:** Determine whether the justifications for awarding sole source contracts and categorical exceptions to full and open competition complied with the policies in the *Airports Authority Contracting Manual, 2<sup>nd</sup> Edition*, for the period January 1, 2011 through March 31, 2012.
- **Background:** The Airports Authority's objective for all contracting opportunities is to "obtain to the maximum extent practicable, full and open competition." If full and open competition is not feasible, the Airports Authority can enter into different types of contracts provided that a justification is prepared made by contract type and in accordance with the Manual, prior to contract execution.



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- *Conclusion:*

- Thirty of the 36 sole source and categorical exceptions contracts sampled fully complied with the Manual's requirements.
- Four of the remaining contracts contained errors primarily related to classification and justification as a sole source or categorical exception contract and the absence of required approvals on the procurement justification form.
- The Local Disadvantaged Business Enterprise (LDBE) participation requirement was not achieved for one contract, and
- The contract type was incorrectly recorded in the contract database.



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- *Recommendations/Management Responses:*
  - Ensure that all contract files have a summary checklist of documents and approval signatures. *Management agrees and has implemented this recommendation and will also issue additional desk procedures for sole source contracts.*
  - Adhere to current requirement to ensure that the procurement justification form is signed by the procurement manager. *Management agrees and has implemented this recommendation.*
  - Ensure that a waiver from the LDBE participation requirement is prepared by the contractor and approved by the Equal Opportunity Program manager prior to the issuance of contracts. *Management agrees and will implement the recommendation. The Procurement and Equal Opportunity Departments will review the Airport Authority's current practice and if necessary make changes to ensure that the established LDBE requirements are met.*