

NOTICE OF INTENT TO AWARD SOLE SOURCE PROCUREMENT

Title:	Remote Parking Management Services: • Processing Services – Process credit card and debit card payments from customers for transient parking at the Parking Facility • RMC Services – provide technical Support for PARCS Equipment functionality • PARCS Equipment integration with existing system
Notice Date:	November 14, 2025
Response Due Date:	November 24, 2025
Reference Number:	UDC Reference No.: 207841215/Purchase No.: PO-GF-2026-C-0008-BB
Contract Description:	The University of the District of Columbia (UDC), Office of Contracting and Procurement (OCP), on behalf of the Office of Operations – Auxiliary Enterprises, intends to enter into a sole-source contract with Colonial Parking for the provision of Remote Parking Management Services (RMC Services). These services are required to ensure the continuous, efficient, and secure operation of the University’s parking facilities through 24/7 remote monitoring, troubleshooting, and access control management fully integrated with UDC’s existing parking systems.
Vendor Name:	Colonial Parking, Inc. (“Colonial”)
Point of Contact	Brian Brooks Contract Specialist brian.brooks@udc.edu

REFERENCE NO.: 207841215/Purchase No.: PO-GF-2026-C-0008-BB
CAPTION: Remote Parking Management Services (RMC Services): Sole/Single Available Source Procurement Without Competition
PROPOSED CONTRACTOR: Colonial Parking, Inc.
PROGRAM AGENCY: University of the District of Columbia (UDC) Office of Operations – Auxiliary Enterprises

DETERMINATION AND FINDINGS OF SOLE/SINGLE AVAILABLE SOURCES PROCUREMENT

1. AUTHORIZATION

D.C. Official Code: §§ 2-354.01(a)(1)(C) and 2-354.04(a); and Title 8-B, D.C.M.R., Chapter 30: §§ 3002,4(a) and 3019

2. MINIMUM NEED

The University of the District of Columbia (UDC), through its Office of Operations – Auxiliary Enterprises, has a minimum need to procure Remote Management Services (RMC Services) for the University’s parking operations. The services are required to ensure continuous, efficient, and secure oversight of the University’s parking facilities through 24/7 remote monitoring, troubleshooting, and access control management.

The services provided under this agreement are essential to maintaining uninterrupted parking operations, preserving existing system functionality, and providing a safe and efficient customer experience without incurring additional infrastructure costs or operational disruptions.

3. ESTIMATED COST

The estimated cost for this contract is \$15,000.00.

4. FACTS THAT JUSTIFY SOLE/SINGLE AVAILABLE SOURCE PROCUREMENT

- a) Colonial Parking Inc. is a long-standing provider of parking management services within the metropolitan Washington, D.C. area.
- b) Colonial Parking possesses extensive experience managing municipal, institutional, and commercial parking facilities and has demonstrated proven success in remote management operations.

Office of Contracting and Procurement

- c) Colonial Parking's Remote Management Center (RMC) is uniquely equipped to deliver comprehensive 24/7 monitoring, access control, and incident response services, ensuring real-time operational continuity.
- d) Current vendor assessment and market research demonstrate that no alternative provider in the region can manage UDC's existing parking system without incurring substantial capital costs and transition disruptions.
- e) Changing vendors would expose the University to operational and financial risks, including:
 - Service disruptions due to lack of system compatibility.
 - Additional costs for new system implementation and retraining.
 - Loss of efficiency in daily parking management, leading to negative campus user experience.
- f) Their operational model and regional expertise uniquely position them to continue providing uninterrupted remote management services to UDC.

CERTIFICATION OF FACTS BY CONTRACT SPECIALIST

I have reviewed the above findings and certify that there are sufficient justifications to use the Sole/Single Available Source Procurement without Competition method under the cited statutory authority.

I recommend that the Contracting Officer approves the procurement procedures and method for this proposed contract.

11/12/2025

Date

Brian Brooks

Brian K. Brooks
Contract Specialist

DETERMINATION

Based on the above findings and in accordance with D.C. Official Code: §§ 2-354.01(C) and 2-354.04(a); and Title 8(b), D.C.M.R. Chapter 30: §§ 3002,4(a) and 3019 – I hereby determine that the goods and/or services described herein should be procured from Colonial Parking, Inc.

It is further determined that the cost to the University is fair and reasonable, and that this action is in the best interest of the University.

Avis Marie Russell

Avis M. Russell
General Counsel

11/14/2025

Date