

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

**CONTRACT NO.:** CFSA-011-C-0025  
**CAPTION:** Medical Assistant  
**PROPOSED CONTRACTOR:** LaKiesha Hardy  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04 and 27 DCMR §§ 1304 and 1701.

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need:

Medical Assistant services for the providing pre-foster care placement medical screenings for children coming into CFSA custody and replacement screenings for children/Family Team Meeting (FTM) initiatives for ninety (90) days.

**3. ESTIMATED REASONABLE PRICE:**

\$13,723.20

**4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

The Government of the District of Columbia Child and Family Services Agency (CFSA) has a minimum requirement to provide professional medical assistant services to provide pre-foster care placement medical screenings for children/youth currently in care. The proposed contractor is the only entity capable of meeting the District's minimum need during the proposed period of performance.

- A. The Child and Family Services Agency, as part of the Americans with Disabilities Act of 1990 (ADA) which is a Federal law that provides civil rights protections to individuals with disabilities is required to provide services that will enable disabled CFSA employees to perform their assigned duties.
- B. CFSA's Office of Health Services Administration has made attempts to locate and contract with an individual to provide the necessary professional medical assistant

services. After unsuccessful results, Ms. Hardy agreed to accept a contract to provide said services.

- C. The proposed contractor is aware of the services and licensed to be provided and is capable of performing the duties.
- D. The proposed contractor has a satisfactory performance record, as confirmed by CFSA's Office of Health Services.
- E. The unit price for the services offered is fair and reasonable, in that it is based on established market prices, is the result of arms-length negotiation and bargaining between the Agency and the Contractors, and is consistent with Federal and District laws and regulations.
- F. Contractor did not appear on the District's list of delinquent taxpayers.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ray Davidson  
Director  
Child and Family Services Agency

**CERTIFICATION BY CONTRACTING OFFICER**

- 6. I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer