

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

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

CONTRACT NO.: DCRL-2014-A-0100
CAPTION: Web Services and License Agreement for (CAFAS) Child and Adolescent Functional Assessment Scale and (PECFAS) Pre-school and Early Childhood Functional Assessment Scale
PROPOSED CONTRACTOR: Multi-Health Systems, Inc. (MHS)
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need to obtain web services and license agreements for the use of Child and Adolescent Functional Assessment Scale (CAFAS) and the Pre-school and Early Childhood Functional Assessment Scale (PECFAS) from Multi-Health Systems, Inc. (MHS). CFSA is integrating these tools into everyday case practice for all children in the Agency's care and custody, ages 0-21 years. For the orderly, effective, and reliable implementation of the CAFAS and PECFAS tools, CFSA needs to obtain the license agreement.

3. ESTIMATED REASONABLE PRICE:

\$12,290.00

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The CAFAS and PECFAS are proprietary clinical web-application tools used in child welfare systems (and greater Systems of Care) throughout the country, and they have been proven valid, reliable, and effective as case management tools, measures of

child function, and system evaluation tools.

- B. CFSA has committed to deploying the CAFAS and PECFAS as a means of performing periodic functional assessments on children in foster care or otherwise involved in the child welfare system.
- C. MHS is the copyright holder, manufacturer, and the distributor of the CAFAS and PECFAS tools in the United States of America.
- D. Other human services Agencies in the District of Columbia, including the Department of Behavioral Health; the Department of Human Services; and the Department of Youth Rehabilitative Services have engaged MHS to deploy the CAFAS and PECFAS as their primary functional assessment tools for the youth populations they serve.
- E. On a case-specific basis, CFSA will be sharing CAFAS and PECFAS related assessment data with the other District agencies (among those delineated above) that are serving children who are also being served by CFSA. The accuracy and reliability of shared data will be integral to the development of each child's CFSA case plan and/or treatment plan developed by its sister agencies.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Interim Director
Raymond Davidson

6. CERTIFICATION BY CONTRACTING OFFICER:

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. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Tara Sigamoni
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 Procurement Officer