

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-C-0048  
**CAPTION:** Management and Leadership Training Consultant  
**PROPOSED CONTRACTOR:** Georgetown University

**FINDINGS**

**1. AUTHORIZATION:**

DC Official code §2-354.04, 27 DCMR 1304; Section 313, of the Procurement Practices Act of 1985 (PPA), as amended, DC Official code §2-303.12 and 27 DCMR 1711.1

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has a need for a consultant to provide a Management and Leadership Development Program for Supervisors to promote individual, organizational and system transformation in the Agency.

**3. ESTIMATED REASONABLE PRICE:**

\$141,667

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

- a) Georgetown University (GU) holds the copyright to the Georgetown Leadership Academy, which is the anchor curriculum for the Georgetown Leadership Program. Georgetown University is recognized nationally for its cutting edge training of Mental Health professionals in the Child Welfare field. "Phase Three (of Five): Development of Comprehensive Leadership Development Program" has since been completed. CFSA now plans to complete the final four phases of this training curriculum as established by Georgetown University.
- b) The Consultant has a deep understanding of both the leadership literature in adaptive leadership, systems thinking and transformation management as well as the field of child and family services with specific focus in developing systems of care that promote child and youth well-being, family involvement and system collaboration. The Consultant and is capable of performing services, and has performed in this capacity before.

- c) A market survey was performed by attempting to locate providers that have the same or similar programs in the District of Columbia. Consultants who have experience with **The Leadership Equation**, edited by Blau and Magrab, with chapters written by system of care field-based leaders who are champions for children and their families.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond Davidson  
Director

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

\_\_\_\_\_  
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