

**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-2015-R-0006

**CAPTION:** Administrative Support Services

**PROPOSED CONTRACTOR:** Valorie Gainer

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

**2. MINIMUM NEED:**

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

- (a) The Government of the District of Columbia, Child and Family Services Agency (CFSA) has a need for administrative support services for functions related to the Grandparent Caregivers Program.

**3. ESTIMATED REASONABLE PRICE:**

\$59,009.60

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

- (a) The Government of the District of Columbia and Child and Family Services Agency (CFSA), has a minimum requirement to procure administrative support services for the Grandparent Caregivers Program;
- (b) The current contractor is the only entity capable of meeting the District's need during the proposed period of performance due to them having previously served as a consultant for the Grandparent Caregivers Program for more than three (3) years and; the contractor is familiar with the requirements and CFSA's Grandparent Caregivers Program operations and will need no transition period or training.

(c) The current contractor has exemplified stellar relationship building skills. As a result, the current contractor has established an excellent rapport with clients, community partners, vendors, program staff and CFSA. The contractor's knowledge and skills has helped to elevate and draw positive attention to the Grandparent Caregivers Program.

**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 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