

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

**CONTRACT NO: DCRL-2016-C-0093**

**CAPTION: FC2S ETV Portal**

**PROPOSED CONTRACTOR: Foster Care to Success**

**PROGRAM AGENCY: Child and Family Services Agency (CFSA)**

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04.

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Agency (CFSA), Office of Youth Empowerment (OYE) is seeking a vendor to extend the ETV database to facilitate day-day program administration, CFSA will have readily available data to better serve youth and create comprehensive reports that assist in evaluation and the continuous improvement of education and career services provided to DC residents.

**3. ESTIMATED REASONABLE PRICE:**

**\$14,000.00**

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

In 2006, CFSA used the ETV database for access to the system allowing CFSA youth to use the portal to apply for ETV funds and staff to monitor these applications. Additional features are needed to allow CFSA to track demographic information in one portal. CFSA used excel for the last 10 years which is not conducive to its needs. The enhancements features allow the user to accept online applications for new and returning students, foster care verification by authorized CFSA personnel, upload paperwork – toggle forms and store documents in youth’s profiles, record checks with disbursement types: tuition, housing, transportation, child care, books and living expenses. The upgrade will also allow CFSA to record youth outcomes for each academic year and record each student’s transcript data.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond Davidson, Director  
Child and Family Services Agency

**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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
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 solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices 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  
Chief Procurement Officer