

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

Solicitation Number No: Doc174338
Project Title: Technical Support and Data Assistance for the TANF Performance Management System (TPS)
Proposed Contractor: Mathematica Policy Research, Inc. (MPR)
Program Agency: DC Department of Human Services (DHS)
Economic Security Administration (ESA)

FINDINGS

1. **Authorization:**
Section 404 of the Procurement Practices Reform Act of 2010, D.C. Law 18-371; D.C. Official Code § 2-354.04; 27 DC Code of Municipal Regulations, Section 1700.1

2. **Minimum Need:**

The Economic Security Administration (ESA) has a need for Mathematica Policy Research, Inc. (MPR) to continue the development of ESA's Performance Management System (Q5i) which includes: the analysis of quarterly data files from the US Department of Health and Human Services (HHS); the continuing creation of enhancements to the Q5i system as specified by HHS; technical documentation of the Temporary Assistance for Needy Families (TANF) Employment Program case management system and; the incorporation of child support policies and procedures into the processes of the Q5i system.

The period of performance shall be from October 1, 2014 thru September 30, 2015.

3. **Estimated Reasonable Cost:**

The estimated price for the year of this firm fixed price contract is \$95,000.00. The period of performance for this contract shall not exceed \$95,000.00.

Under this requirement the costs to the District will be fair and reasonable.

4. **Facts which Justify Sole Source Procurement:**

A. In FY '07, MPR developed the enhancements and wrote the requirements to ESA's Q5i system. MPR has written all of the subsequent requirements for the application as well as conducted testing on the coding MPR's

knowledge of ESA policy, as well as the historical knowledge of ESA's work program makes MPR invaluable in ESA's TANF operation. MPR is a leading policy and research organization in the nation, providing research support and technical assistance on welfare-to-work initiatives across the nation. For more than six years, MPR has provided technical assistance to the District's TANF Employment Program (TEP) and has been instrumental in helping enhance TEP – which is the primary source of the District's federal high performance bonuses under the TANF program. Based on their knowledge of TANF policy and skills in program evaluation, ESA was able to implement significant improvements to TEP.

- B. Both the federal government as well as the local government make continual changes to the TANF program. Last year, HHS released the reporting requirements for the ACF196. Therefore, ESA must make additional adjustments and enhancements to the Q5i system to comply with reporting requirements.
- C. In order for ESA to avoid financial penalties from HHS, it would be in the best interest of the District to enter into a single available sole source procurement with Mathematica Policy Research, Inc.

5. MARKET SURVEY

Both the PBC (<http://www.publicconsultinggroup.com/>) as well as ICFI (<http://www.icfi.com/>) are companies which perform work in the human service arena. We have looked at both, and in fact have contracted with ICFI on other programs. The District is unique in the funding and reporting strategy we employ as it relates to TANF. Neither has the knowledge of the Q5i Algorithm nor manages a solution similar to that which the District has selected.

MPR has developed the current performance management system, has the superior knowledge of the system requirements, and most importantly has the ability to provide the necessary services without an interruption in work processes, which would be the case should another contractor provide these services. In addition, the maintenance and further development of this system would be seriously delayed if another contractor assumed responsibility for the enhancement of the Q5i system. Finally, if a new contractor was selected, the District would likely fail to meet its deadline for quarterly federal reporting. This would subsequently place the District at risk for serious federal financial penalties.

6. **CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

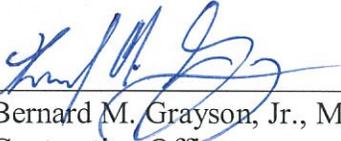


Deborah A. Carroll, Esquire
Interim Director
Department of Human Services

9/18/14
Date

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 sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website and no valid responses were received regarding the posting. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed Human Care Agreement.

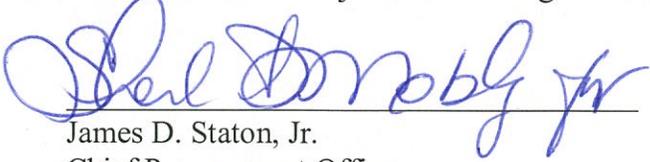


Bernard M. Grayson, Jr., M.A., CNP
Contracting Officer
Office of Contracting and Procurement

9/18/2014
Date

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 § 2-354.04. Accordingly, I determine that the District is justified in using the sole source method of procurement.



James D. Staton, Jr.
Chief Procurement Officer
Office of Contracting and Procurement

9/22/14
Date