

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Agency:** Department of Employment Services  
**Requisition Number:** RQ761316  
**Caption:** Pre-apprenticeship Training  
**Proposed Contractor:** Washington, D.C. Joint Electrical Apprenticeship Program

**1. Authorization:**

D.C. Official Code 2-303.05(a)(1) and 27 DCMR 1702.1

**2. Minimum Need:**

The Department of Employment Services' Office of Apprenticeship Information and Training has a need to provide pre-apprenticeship services to twenty-five (25) District residents, which will consist of job readiness preparation, on the jobsite training and classroom instruction in the electrical trade. Period of performance date of award through September 30, 2012.

**3. Estimated Reasonable Costs:**

The estimated fair and reasonable cost is \$14,791.02

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

1. These pre-apprenticeship services are essential to qualify twenty-five (25) District residents, many of whom have some barriers for employment opportunities and eligibility requirements for selection as electrician apprentices. The period during which services will be provided is eighteen (18) weeks. All training completers will be hired by the contractors, signatory to the International Brotherhood of Electrical Workers (IBEW), Local Union No.26.

Washington, D.C. Joint Electrical Apprenticeship Program has extensive experience in the delivery of pre-apprenticeship training. Over 128 District of Columbia residents have received pre-apprenticeship training during the past seven (7) years and were accepted as registered apprentices.

The Washington, D.C. Joint Electrical Apprenticeship Program is the only available source in the Metropolitan Washington, D.C. area able to provide pre-apprenticeship training and guarantee completers acceptance as apprentices or unsubsidized employment in the electrician trade.

Considering the above facts, the proposed method of procurement is in the best interest of the District. It also serves as essential public purpose, inasmuch as

unemployed District residents will have an opportunity for gainful employment through receipt of these services

**5. Expiration Date:**

This Determination and Findings will expire on September 30, 2012

**6. Certification by Agency Head:**

I certify that the above findings are correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Director

**7. Certification by the 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 recommend that the Assistant Director of Procurement approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jerome Johnson  
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 Section 303 of Procurement Practices Act of 1985(D.C. Law 6-85; D.C. Official Code Section 2-303.3). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Courtney Lattimore  
Commodity Manager