

**DETERMINATION AND FINDINGS**  
**FOR**  
**SOLE SOURCE EXTENSION**

**AGENCY:** Department of Human Services, Family Services Administration  
**CONTRACTOR NO.:** CW34006  
**CONTRACTOR:** The Community Partnership for the Prevention of Homelessness  
**CAPTION:** Management Oversight for Shelter Programs under the Homeless Services Continuum of Care

**1. AUTHORIZATION:**

D.C. Code § 2-354.04 and 27 DCMR § 1701

**2. MINIMUM NEED:**

The Department of Human Services (DHS), Family Services Administration, has a need to extend the existing contract with The Community Partnership for the Prevention of Homelessness (TCP) to maintain management oversight for specific services and programs under the Homeless Services Continuum of Care while DHS implements a set of new qualifications that align with the Homeward DC Plan, the Interagency Council on Homelessness Performance and Quality Improvement (PQI) initiative, and standards under the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program. The Contractor shall provide specific hypothermia shelters, low-barrier shelters, temporary shelters, transitional housing, housing for homeless youth, supportive services for permanent supportive housing and specialty programs/services for homeless single adults and families in the District.

The period of performance will be October 1, 2016 through January 31, 2017.

**3. ESTIMATED FAIR AND REASONABLE COST:**

The estimated fair and reasonable price to provide the required services for the period of October 1, 2016 through January 31, 2017 is \$6,245,391.00. The prices have been determined fair and reasonable based on current monthly rates paid by the District.

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

- a) DHS has worked with TCP over the years to help support community-based organizations that own and/or lease properties to significantly expand the capacity of the District's homeless services system. The extension of the TCP contract is required to continue and maintain service delivery for individuals, families, and youth experiencing or at risk of homelessness in the District while DHS implements a new framework for the allocation of local resources to providers of homeless assistance services in the District of Columbia.

Under HUD's [Continuum of Care Interim Rule](#), communities that received Federal homeless assistance funding are required to evaluate the performance of individual providers and rank/prioritize programs for its application to HUD to ensure Federal resources are used to help the community achieve overall goals related to preventing and ending homelessness. In an effort to align with HUD's requirements, DHS is restructuring the administration of this contract with the performance standards set forth by HUD and the District of Columbia Interagency Council on Homelessness (ICH), which functions as the District's Continuum of Care Board. A work group of the ICH Data and Performance Management (DPM) Committee, which is comprised of government representatives, advocates, non-conflicted providers, and other experts in the field, is responsible for completing this review and ranking of programs.

- b) TCP is the designated Collaborative Applicant for the District of Columbia and is responsible for assembling the District's application to HUD, administering subcontracts, and providing oversight of sub-grantees. TCP is also the designated Homeless Management Information System (HMIS) Administrator for the District and is responsible for ensuring all HUD grantees capture client-level data on persons served by programs funded by HUD, as well generating required program-level and system-level reports for HUD. DHS requires all of the providers funded with local resources to also enter client-level data into HMIS, and works collaboratively with TCP to generate a multitude of reports that help the Department manage its programs.
- c) A significant amount of local dollars are allocated to community-based organizations and serve as a match to the HUD dollars (the HEARTH Act requires a 25 percent match) and to fill gaps in our service system. Failure to generate matching funds is a violation of the Federal grant agreement and can result in de-obligation/loss of funds. In the past, the DHS dollars were allocated through a separate process and were renewed on a separate timeline. To ensure the resources flowing to community-based organizations are better aligned and that we are using the same performance standards to review all providers, the Department plans to align funding with the Federal investments. The same process (managed by the ICH DPM Committee) used to review and rank programs for HUD funding will also be used to review and rank programs for funding by DHS. Not only will this change help ensure better alignment of funding streams, greater transparency about how funds are used, and greater competition for resources, but it will also help address a long standing problem related to the timing of when HUD funding makes it to the local level (ie, providers often have to front resources for a number of months until HUD issues their grant agreements).
- d) The supplemental DHS funds support the full maintenance of services covered under this contract and is necessary to sustain service delivery to a significant percentage of the nearly 8,500 individuals, families, and youth experiencing or at risk of homelessness in the District. There are roughly 30 facilities and 61 programs that would have to cease operations at the end of this fiscal year. The inability to extend the current contract

would prohibit us from aligning with the Federal process, but worse, could displace a significant number of individuals and families served in these programs and leave DHS responsible for locating suitable placement for those individuals and families with limited District-owned infrastructure in the current system to do so.

**5. 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.

  
\_\_\_\_\_  
Laura Green Zeilinger, Director  
Department of Human Services

6/21/16  
\_\_\_\_\_  
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 and Sole Source D&F 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 contract.

\_\_\_\_\_  
Wendell O. Atkinson, Contracting Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
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.

\_\_\_\_\_  
George A. Schutter, Chief Procurement Officer  
Office of Contracting and Procurement

\_\_\_\_\_  
Date