

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT**

USER AGENCY: Child and Family Services Agency (CFSA)
CONTRACT NO: DCRL-2012-A-0064
CAPTION: LPN/RN - Nursing Services
PROPOSED CONTRACTOR: Housen Homecare, Inc.
11501 Georgia Avenue, Suite 412
Silver Spring, MD 20902-1960

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.6(b)

2. MINIMUM NEED:

The Contractor shall provide in-home nursing services to families active with the Child and Family Services Agency (CFSA). The Contractor shall be available to provide in-home nursing care services twenty-four (24) hours a day, seven days per week.

3. ESTIMATED REASONABLE COSTS:

\$4,999.00.

4. FACT WHICH JUSTIFY SOLE SOURCE PROCUREMENT

The District of Columbia Child and Family Services Agency (CFSA) provides important services to promote the safety and well-being of clients and families. CFSA coordinates public and private partnerships to preserve families through foster care, adoption, and client welfare services, and to protect clients against abuse or neglect. It demonstrates the commitment CFSA employees, customers and the District have to child welfare and the public at large. Skilled nursing, personal care and therapeutic in home nursing services which shall include, but not be limited to the following: dressing changes, gastronomy tube care, tracheotomy care, medication administration, activities of daily living, care giver education as it relates to client needs and rehabilitation services will be provided.

The services utilizing the following professionals: Registered Nurses (RN), Licensed Practical Nurses (LPN), therapeutic aides, certified nursing assistants, home health aides, child care attendants and personal care aides will be utilized while in-home nursing services are provided.

CFSA shall be notified when any issues or circumstances arise concerning medical emergencies, non-compliance of caregivers, nutrition provision, home and community environment, academic/vocational arrangements, family and caregiver participation, parenting abilities, supportive services, and the overall well being of any client/clients under the auspices of CFSA. CFSA provides appropriate in-home nursing services for those children in foster care placements. CFSA has provided a broad range of programs

and services, which help prevent the abuse and neglect of children in the District of Columbia and ensure that the lives of victimized children are measurably improved.

Therefore, it is in the best interest of the District to procure, via sole source, the proposed services from Housen Homecare Services, Inc. Housen Homecare Services, Inc. is currently providing the services to the CFSA clients. The Child and Family Services Agency proposes awarding a sole source contract to the above-referenced vendor as the Agency completes its preparation of a competitive solicitation that includes performance measures. CFSA anticipates awarding the solicitation prior to the expiration of this sole source procurement.

Additionally, the Contractor referenced above is the only vendor who can meet the District's minimum need without disruption at this time. Second, this provider can ensure the families with special care needs are incorporated into the family's planning to enable the family to maintain continuity and delay or prevent the need for out-of-home placement of the children in their care, as evidenced by their performance over the last four years. Third, the provider has the necessary tools available to immediately meet the clinical needs of the children served. Finally, the provider has experience servicing the target population, which consists of children in the child welfare system.

Failure to do so would negatively impact the District's ability to deliver critical government services.

5. CERTIFICATION BY AGENCY HEAD

The head of the program agency, by signature, certifies factually the findings.

6. CONTRACTING OFFICER CERTIFICATION

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

7. DETERMINATION

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars (\$5,000).

Date

Tara Sigamoni
Agency Chief Contracting Officer