

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



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

**CONTRACT NO.:** DCRL-2014-R-0074  
**CAPTION:** Trauma Systems Therapy Online Training  
**PROPOSED CONTRACTOR:** Free State Social Work, LLC (FSSW)  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need to utilize FSSW to provide online Trauma Systems Therapy training.

**3. ESTIMATED REASONABLE PRICE:**

\$1,500.00.

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

- a) In 2012, CFSA was awarded a federal trauma grant to bring trauma-informed care to the work that is being done within the agency. Specifically, CFSA management determined Trauma Systems Therapy (TST) was the best fit for the agency and contracted with KVC out of the state of Kansas for training and technical support. While this grant provides initial training to staff of CFSA and its partners, Child Welfare Training Academy (CWTA) is tasked with ensuring continued trauma-informed training for new and veteran CFSA social workers, family support workers, nurse care managers, and staff once this grant award period has ended.
- b) To that end, the management of the CWTA of CFSA has identified FSSW to provide affordable training through an online Trauma Systems Therapy course. CFSA has obtained permission to use the KVC Trauma Systems Therapy course from KVC. This online training course is currently already in use at KVC and has been deemed as most appropriate for CFSA's use. This training will provide the opportunity for CFSA Social Workers, Family

Support Workers, agency staff, and Resource Parents to complete TST training at their own pace.

- c) The TST course is an online course that includes 10 modules of readings and post-tests. Each module is completed sequentially. Once a learner passes the tenth module and post-test, they pass the course and are able to print a certificate. The minimum passing score is 75%, which must be obtained before a learner can proceed to the next module. CFSA learners can re-take the course as many times as needed. Learners can print a custom certificate once they pass the course.
  
- d) FSSW will provide hosting and support services through the FSSW website for the Trauma Systems Therapy course for CFSA. FSSW will provide a link for CFSA on-line learners, which will only be accessible to CFSA users. CFSA, with FSSW's assistance, will develop the instructions necessary for online learners to register for, access, participate in, and complete CFSA's online courses. For evaluation purposes, at the end of each calendar month, FSSW will compile and send CFSA a report listing the CFSA learners who successfully completed a course that month.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
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 and that no response was received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief 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 either Section 402 or 403 of the District of Columbia Procurement Practice 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  
Agency Chief Contracting Officer

