

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

CONTRACT NO.: DCRL-2013-R-0106
CAPTION: Quality Service Review - Training
PROPOSED CONTRACTOR: Human Systems and Outcomes, Inc.
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304.1 and 1700 and 1701

2. **MINIMUM NEED:**

The District of Columbia, Child and Family Services Agency, Office of Policy, Planning and Program Support (OPPPS) has an immediate need for a Contractor to provide training in order for OPPPS to be able to complete their QSRs for FY13.

3. **ESTIMATED REASONABLE COST:**

Not To Exceed: \$50,000.00.

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

In accordance with the provisions of 27 DCMR Section 1703.4, this procurement is exempt from the competition requirements because it is job related training for District employees.

- a) The training request is in response to the measurement requirements of the LaShawn v Gray strategy plan. The exit plan requires CFSA to conduct Quality Service Reviews (QSRs) and to use the findings of these reviews to verify progress. In response, CFSA is working to increase its capacity to conduct reviews and is striving to familiarize both management and line staff with the requirements of the review process to increase the likelihood that elements where performance is below expectations can be improved. Human Systems and Outcomes, Inc. (HSO) developed both the QSR tool and the CSR tool formerly used by DMH, and retains the copyright on the product.

- b) Human Systems and Outcomes (HSO) holds the copyright to the QSR. Ray Foster is the recognized national expert in the development of the QSR and has been providing consultation and technical assistance to CFSA and the Department of Mental Health to revise the existing QSR-protocol to develop a joint protocol that will be used by both agencies and that has been approved by the Court Monitor. The Court Monitor relies on QSR findings in making reports to the Court and Parties to the lawsuit. The Court Monitor has funded Ray Foster to develop the joint protocol and Mr. Foster is lead to train CFSA and DMH on the new tool.
- c) The trainings are two days in length and will occur on August 26-27th and August 28th-29, 2013. Trainings will take place at the CFSA office at 200 I St. SE, Washington DC. Each class will be able to train up to 25 people. A similar training was offered in April, 2013, and future training will take place at a time to be determined.

Human Systems and Outcomes (HSO). HSO has offered similar trainings to:

Alabama - Department of Child Protective Services, Human Resources, Department of Education, Day Treatment and Residential Treatment

Arizona – Children’s Mental Health and Department of Health

Arkansas

- Department of Human Services

Casey Family Services

- Quality Service Review Protocol, Family Preservation Program, Portland, Maine
- Quality Service Review Protocol, Family Resource Center, Lowell, Massachusetts
- Quality Service Review Protocol, Family Advocacy and Support Program, Vermont
- Quality Service Review Protocol, Family Connections Program, Bridgeport, Connecticut
- Quality Service Review Protocol, Family Resource Center, Baltimore, Maryland

Center for the Study of Social Policy

- Quality Service Review Protocol, for use with the Community Partnerships for Protecting Children Initiative of the Edna McConnell Clark Foundation, CSSP

Delaware

- Department of Education

Florida

- System of Care Case Review Protocol, Florida Department of Children and Families

Georgia

- Georgia Department of Human Resources, Division of Family and Children Services.
- Children’s Mental Health Services, Dekalb County Community Services Board

Hawaii

- Department of Health,
- Division of Child and Adolescent Mental Health Services)

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Iowa

- Iowa Department of Human Services, Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children

New York

- Quality Service Review, New York Office of Children and Family Services and New York City Administration for Children's Services

North Carolina

- Department of Health and Human Services, Division of Mental Health, Developmental Disabilities, and Substance Abuse

Missouri

- Department of Social Services, Division of Family Services

Tennessee

- Commission for Children and Youth
- Case Review Protocol for examination of the Impact of Managed Care on Children with Serious Emotional Disorders, The Impact Project, Vanderbilt University

Utah

- Department of Human Services, Division of Child and Family Services

Washington, DC

- Department of Mental Health
- Child and Family Services Administration

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

Date

Director
Brenda Donald

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 no response was received.

Date

Tara Sigamoni
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 Procurement Officer