

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Agency:** Department on Disability Services  
**Proposed Contract No:** DCJM-2015-to be determine  
**Caption:** Individualized Day Supports Training and Technical Assistance  
**Contractor:** Lisa A. Mills, Ph.D.

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304 and 1702

**2. MINIMUM NEED:**

The Department on Disability Services (DDS) Developmental Disabilities Administration (DDA) requires services of a contractor with demonstrated capacity and expertise to develop the framework and implement a system to pre-qualify DDA providers based on draft waiver rules for Individualized Day Supports (IDS) and other day/employment services and (b) to provide training and technical assistance to DDA and provider staff as they implement IDS. The contractor shall have extensive experience in the advancement of inclusive, integrated, day, vocational and employment services that support and Employment First agenda, be knowledgeable of Medicaid policy as it relates to day, vocational and employment services, be familiar with the issues involved in the Evans v. Gray class action requiring persons to receive services in the most integrated, least restrictive setting, and shall have credibility with and be acceptable to the parties in the case.

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

The estimated amount of \$63,475 for the contract period from October 1, 2014 to September 30, 2015 is fair and reasonable based upon DDS prior experience and current estimates.

**3. FACTS THAT JUSTIFY SOLE SOURCE PROCUREMENT:**

Lisa A. Mills (Dr. Mills) is uniquely qualified in that she is a subject matter expert in Employment First, Customized Employment, Home and Community Based Waivers and Waiver Renewals, conversion of segregated day/employment programs to integrated employment, Medicaid, vocational rehabilitation, and systems change in multiple Development Disabilities, Vocational Rehabilitation and Medicaid state systems. Because of the breadth of her experience and expertise, DDA can contract with a single person to expedite provider qualification and enrollment into the new waiver services. Because of her expertise, Dr. Mills is currently working on virtually all of the national

Employment First systems change projects sponsored and/or coordinated by federal government agencies. Dr. Mills is a consultant on employment policy and systems change for the federal Department of Labor's Office of Disability Employment Policy, the National Center on Leadership for the Employment and Economic Advancement of People with Disabilities, and the Wisconsin Board for People with Developmental Disabilities. Prior to filling these roles, she served as employment policy consultant for the Wisconsin Department of Health Services for seven years. In this role, she researched and identified nationwide best practices for increasing integrated employment outcomes for people with developmental disabilities.

In 2007 and 2008, Dr. Mills served as lead staff to Wisconsin's Managed Care and Employment Task Force. In the four years that followed, she was one of the key people responsible for implementation of Task Force recommendations. She led the state's initiatives around customized employment, systematic instruction and outcome-based reimbursement, as well as Wisconsin's CRP Rebalancing Initiative which supports sheltered workshop and facility-based day service providers to transition to a primary focus on integrated employment services. Dr. Mills also was centrally involved in rewriting the state's employment service definitions during the 2010 HCBS waiver renewal process. Lisa previously consulted with ODEP on three customized employment projects and also does customized employment training with Marc Gold & Associates. She currently works with states on waiver renewals, policy and funding models, supporting service provider capacity-building and engaging the workforce system as critical partners with Medicaid and VR.

Dr. Mills also serves as a board member and public policy chair for TASH and senior technical advisor for the Coalition to Promote Self-Determination.

Some additional current work includes:

- Serving as a Subject Matter Expert for ODEP's Employment First State Leadership Mentor Program, conducting national webinars on topics related to employment first, rebalancing resources to move organizations from Waiver-funded segregated facility-based programs to employment and inclusive day activities
- Consulting on a multi-year federal grant program to assist state governments with adopting Employment First policies, practices and funding mechanisms in order to increase employment outcomes among individuals with disabilities.
- Providing training and technical assistance to state and federal agency personnel.
- Serving as Team Leader for multi-state technical assistance effort assisting states with strategies ensuring Title II and Olmstead compliance in relation to publicly funded employment and day services.
- Assisting states with Medicaid waiver renewals, including revising service definitions, writing policy and utilization management guidelines, revising reimbursement methodologies and rates, developing training for case managers and providers, designing service reporting requirements, and developing provider qualifications and performance measures.
- Facilitating state-level, inter-agency partnerships around the provision of employment services including inter-agency agreements, MOUs, and braided/blended funding strategies.

- Assisting states with provider organizational change initiatives focused on assisting sheltered employment and facility-based day service providers to rebalance existing staff and resources toward a primary focus on integrated employment.

Previously, Dr. Mills did the following activities for D.C.'s Department on Disability Services and its Developmental Disabilities Administration.

- Provided consultation on an initiative to support community provider's organizational change from facility-based day services to integrated employment.
- Provided training and technical assistance to provider executive and program level staff on employment and integrated day activities, and the organizational processes needed to convert their systems and rebalance resources to support employment outcomes.
- Provided technical assistance to DDS leadership, health care finance personnel and senior leadership in vocational rehabilitation on employment first and the waiver renewal.
- Drafted revised service definitions and regulations for employment services as part of waiver renewal.
- Developed new service reimbursement and utilization management strategies to create fiscal incentives for providers to expand integrated and supported employment.

Given this previous work with DDS, DDA, her national experience and extensive knowledge and background surrounding the issues involved in the Evans v. Gray class action, Dr. Mills will be able to initiate this work without having to learn and familiarize herself with DC systems.

## 5. **Certification of Findings**

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

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Laura L. Nuss, Director  
Department on Disability Services

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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 § 2-354.02 or 2-354.03). Accordingly, I determine that the Department on Disability Services is justified in awarding a contract to Lisa A. Mills, Ph.D. for the services described above using the sole source method of procurement.

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Callie Byrd-Williams, DDS Chief Contracting Officer

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Date