

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

**CONTRACT NO: TBD**

**CAPTION: Student Tracker for High Schools**

**PROPOSED CONTRACTOR: National Student Clearinghouse**

**PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)**

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1705

**2. MINIMUM NEED:**

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Office of the Higher Education and Financial Services & Preparatory Programs (HEF & P2), in the Office of the State Superintendent (OSSE), seeks a qualified contractor to provide access to a database with comprehensive postsecondary school enrollment, in order to measure the postsecondary achievements of current and former District of Columbia students.

**3. ESTIMATED REASONABLE PRICE:** The estimated price for the services \$13,915.00

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

- The Clearinghouse provides a nationwide, central repository of information on the enrollment status and educational achievements of postsecondary students. Participating educational institutions submit to the Clearinghouse information on the enrollment statuses of all of their students and listings of the alumni to whom they have awarded degrees or certificates. They appoint the Clearinghouse as their agent for purposes of reporting student information to authorized recipients.
- The student information will enable researchers and state education agencies to access the National Student Clearinghouse's records on over 100 million students, which represent postsecondary enrollments and achievements nationwide.
- The National Student Clearinghouse maintains the student records of more than 3,300 colleges and universities covering 92% of the total U.S. enrollment in higher education.

- The more than 3,300 colleges and universities have authorized the Clearinghouse to provide information to researchers and state education agencies in order to help them evaluate and improve their programs.
- The National Student Clearinghouse provides the only database with comprehensive postsecondary school enrollment to measure postsecondary achievements of current and former District of Columbia students.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hosanna Mahaley  
State Superintendent  
Office of the State Superintendent of  
Education (OSSE)

**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] [the response received was rejected because \_\_\_\_\_]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alvin Stith  
Contracting Officer  
Office of the State Superintendent of  
Education (OSSE)

**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 District is justified in using the sole source method of procurement.

\_\_\_\_\_

Date

\_\_\_\_\_

James D. Staton, Jr.  
Chief Procurement Officer