

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

**CONTRACT NO:** TBD

**CAPTION:** Educational Enrollment Audit

**PROPOSED CONTRACTOR:** F.S. Taylor & Associates, PC

**PROGRAM AGENCY:** Office of the State Superintendent of Education

**FINDINGS**

**1. AUTHORIZATION:**

27 DCMR § 1304, 1700, and 1701; § 404 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-354.04 (2011 Repl.)) (Act) and applicable provisions of this chapter that provide legal authority for the sole source procurement

**2. MINIMUM NEED:**

Office of the State Superintendent of Education (OSSE), Office of Enrollment & Residency (OER) is seeking an independent auditor to continue conducting a census-type examination of approximately sixty (60) District of Columbia local education agencies, which serve approximately two hundred and twenty-five (225) public schools, one hundred and forty-seven (147) non-public schools and ten (10) surrounding county school systems.

The enrollment audit will meet regulation requirements regarding having an official headcount process to verify student enrollment across the district and offers the necessary features to meet OSSE-OER needs. The auditor should examine the enrollment count and identify any material weaknesses in the systems, procedures, or methodology used by OSSE during the initial count.

**3. ESTIMATED REASONABLE PRICE:**

Estimated fair and reasonable firm fixed price is \$777,834.82.

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

It would be in the District's best interest to let the incumbent contractor F.S. Taylor & Associates, P.C. (FS Taylor) to continue doing the services requested of OSSE-OER because they have all the current data from School Year (SY) 2014 to 2015. FS Taylor

has been doing the work for three years and has extensive knowledge of the data and work that is needed to be performed. FS Taylor did all the training sessions for SY15 and SY16 that ties in with the head count process in October and the Census Report. FS Taylor was the first and only vendor to conduct an at-risk audit and a Community Based Organization (CBO) Pre-Kindergarten audit that was requested by the Mayor. There is no previous auditor that has had the experience and expertise to conduct an at-risk student certification and appeals process, CBO Pre-Kindergarten, and Limited English Proficient (LEP) audit.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date  
Anthonisha Felton  
Contract Specialist

**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  
Marie Nistrath  
Contracting Officer

**7. 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  
George Schutter  
Chief Procurement Officer