



## INTENT TO AWARD A SOLE SOURCE CONTRACT

**PROJECT:** Emergency Response Planning for Charter Schools

**PROPOSED CONTRACTOR:** Student Support Center

**DATE:** June 4, 2014

### DETERMINATION & FINDINGS

1. **AUTHORIZATION:** D.C. Official Code § 2-354.04.
2. **MINIMUM NEED:** The purpose of the contract is to equip DC Public Charter School Board (PCSB) to assist public charter schools to ensure the health and safety of their students by contracting with Student Support Center (SSC) to work with public charter schools to develop their emergency response plans, train public charter school leadership and staff on emergency response procedures and techniques, and link public charter schools to community resources that support school safety.
3. **ESTIMATED REASONABLE PRICE:** \$135,000.
4. **FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**
  - A. Overview of the Student Support Center

The Student Support Center (SSC) is a nonprofit organization founded by charter leaders in 1999 to serve as a charter support organization with the special focus of addressing students' social-emotional needs, eliminating their non-academic barriers to learning, and building safe and positive school environments. Since its founding, SSC has worked with both federal and local government partners to bring these supports to more than 75% of DC charter schools.

SSC's local and federal collaborations include efforts under three U.S. Department of Education (ED) Safe School grants, two ED Emergency Response grants, two U.S. Department of Justice Grants Administration Enforcing Underage Drinking Laws grants, a U.S. Department of Health and Human Services Office of Adolescent Health Pregnant and Parenting Students grant, and an Office of the State Superintendent of Education (OSSE) Truancy Reduction and School Climate grant. As a result of these efforts, SSC has strong relationships with a number of District of Columbia agencies, including the Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS), the Department of Behavioral Health (DBH), the Department of Health

(DOH), the Department of Human Services (DHS), Court Social Services (CSS), the Child and Family Services Agency (CFSA), the Roving Leaders, the Office of Public Education Facilities Maintenance (OPEFM), and the Office of the Deputy Mayor for Health and Human Services.

B. SSC's Past Work and Performance

The U.S. Department of Education identified the Student Support Center as the partner to serve public charter and non-public schools in implementing one master plan for all schools in the District of Columbia – ensuring that all schools have a well-developed and fully-trained emergency response team; and ensuring that all participating schools test and refine their plans through emergency drills and large-scale exercises.

C. Scope of Intended Contract

Subject to available funding, PCSB intends to contract with SSC to:

1. Work with 29 public charter schools that PCSB has identified as needing immediate improved Emergency Response Plans.
2. Work with all other charter schools to complete Emergency Response Plans.
3. Work with the Principal or assigned staff to develop, update, revise, complete, and finalize, as needed a charter school's School Emergency Response Plan.
4. Provide two hours of online or phone support, as needed, by public charter schools to complete their emergency response planning.
5. Purchase Emergency Response materials, such as plan binders, classroom flip charts, and go-kits for new schools or schools that have expanded in size and have the need for more materials.
6. Work with charter school principals and/or assigned staff to upload final Emergency Response Plans to the Emergency and Safety Alliance (ESA) online portal on dc.gov.
7. Serve as Charter School ESA Coordinator and approve charter school Emergency Response Plans accordingly.
8. Assist public charter school staff in building relationships with First Responders, such as MPD and FEMS.
9. Review public charter school Emergency Response Plans that are currently uploaded into the ESA portal.
10. Provide training to schools on the need for School Emergency Response Planning and Universal Emergency Response Procedures as well as the basics of a School Emergency Response Team and its roles and responsibilities.
11. Assist schools with conducting two non-fire-related emergency response drills. Conduct an evaluation and debrief of each drill, using the first drill to establish baseline response ability and the second to track improvement.

12. Attend monthly ESA meetings and work with ESA to provide updates to the ESA website. Work with ESA to identify current best practices and monitor changes to federal and local requirements regarding school safety. Ensure charter school participation in local safety activities including trainings and city-wide drills and working with MPD.

**RESPONSE DUE DATE & POINT OF CONTACT**

Any objection to this award is due seven days after the date of this Notice and should be submitted to Audrey Williams, Manager, Intergovernmental Relations & School Support, PCSB, at [awilliams@dcpcsb.org](mailto:awilliams@dcpcsb.org).

**CERTIFICATION BY PROPOSED CONTRACT ADMINISTRATOR:**

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

6/3/14  
Date

  
Audrey Williams  
Manager, Intergovernmental Relations &  
School Support

**CERTIFICATION BY FISCAL 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 D.C.M.R. § 1304.

JUNE 3, 2014  
Date

  
Lin Johnson, III  
Chief Operations Officer

**DETERMINATION BY CONTRACTING OFFICER**

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 Section 402 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-354.02). I further find that the contractor listed above is the only sole source that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

6/3/14  
Date

  
Scott Pearson  
Executive Director