

Notice of Intent to Award Sole Source Contracts

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| Notice Date | September 6, 2012 |
| Response Due Date (10 business days from Notice Date) | September 20, 2011 |
| Contract Caption/Description | National Association for Regulatory Administration The Office of the State Superintendent of Education (OSSE) has a requirement for a Contractor to provide human care regulation and licensing training. |
| Vendor Name | National Association for Regulatory Administration |
| Agency | Office of the State Superintendent of Education |
| Contract Specialist Email | William2.proctor@dc.gov |
| Contract Officer Email | <u>Alvinn.stith@dc.gov</u> |



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT**

**Office of Contracting
& Procurement**

Government of the
District of Columbia**

PROCUREMENT ANNOUNCEMENT

The Government of the District of Columbia is soliciting quotes or bids for the following:

CAPTION: HUMAN CARE REGULATION AND LICENSING TRAINING

MARKET TYPE: SOLE SOURCE

ADVERTISING/ISSUANCE DATE: September 6, 2012

REQUEST FOR QUOTATION:

**RFQ NUMBER: RQ782003
CLOSING DATE: September 19, 2012
CLOSING TIME:**

OR

INVITATION FOR BIDS:

**IFB NUMBER:
OPENING DATE:
OPEN TIME:**

BID DOCUMENTS ARE AVAILABLE AT:

**Office of Contracting and Procurement
441 4th Street, NW, Suite 703 South
Washington, DC 20001
Bid Counter
(202) 727-0252**

OCP WEBSITE ADDRESS: www.ocp.dc.gov

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

CONTRACT NO: RQ782003
CAPTION: Human Care Regulation and Licensing Training

PROPOSED CONTRACTOR: National Association for Regulatory Administration
6015 53rd Street, NW
Washington, DC 20015

PROGRAM AGENCY: DC Office of State Superintendent for Education
Division of Early Learning

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1702.3

2. MINIMUM NEED:

The Office of Contracting and Procurement, on behalf of the District of Columbia, Office of the State Superintendent of Education, Division of Early Learning (OSSE/DEL) seeks human care regulation and licensing training. The requested training curriculum is the sole proprietorship of the National Association for Regulatory Administration (NARA).

The goal of this procurement is to provide:

- a. Training to twenty-two (22) DEL staff members. This service must be provided by an entity that uses the NARA curriculum.
- b. On the ground training of the following four (4) courses: 1) Introduction to Regulatory Enforcement, 2) Phases of Licensing Investigation and Evidence, 3) Balanced Use of Authority, Managing Complaints, and Suppressing Illegal Operations, and 4) History, Rule-Making and Ethics in Human Care Regulation
- c. Travel for two (2) NARA instructors
- d. All training materials and supplies
- e. Technical assistance and administrative supports and follow-ups (communications)

The timeline is date of award to September 30, 2012.

3. ESTIMATED REASONABLE PRICE: Fifteen Thousand Six Hundred and Seventy Five Dollars and no cents (\$15,675.00). The pricing of this procurement is determined reasonable due to a previous contract with the Colorado Department of Human Services for \$18,666.00 for related curriculum services.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A market survey was not conducted for the following reasons:

- The National Association for Regulatory Administration (NARA) is the sole proprietor of the human care regulation and licensing training curriculum; and has served as the primary resource for training human care licensing staff since 1988.
- The NARA Executive Director, Jana Martella, was contacted at (202) 244-3352 or via email jana.martella@naralicensing.org and indicated that NARA is the sole proprietor of the requested curriculum and NARA approved trainers, consultants and educators are the only trainers authorized.
- NARA has demonstrated extensive international work in early care and education and related policy. The NARA contracts with states, Canadian provinces and countries to produce on-site training.
- There are no known identical human care regulation and licensing curriculum available from another source.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Hosanna Mahaley
D.C. State Superintendent
Office of the State Superintendent of Education

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 N. Stith,
Supervisory Contracting Specialist

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