

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



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

**CONTRACT NO:** RQ783439  
**CAPTION:** LiveScan Desktop and application software.  
**PROPOSED CONTRACTOR:** MorphoTrak, Inc.  
**PROGRAM AGENCY:** DC Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

27 DCMR 1702

**2. MINIMUM NEED:**

The Child and Family Services Agency has need of a LiveScan desktop and application software to conduct background checks as needed. This will allow the Agency to be able to respond to the needs of children and families with the best possible candidates as required by law.

**3. ESTIMATED REASONABLE PRICE:**

\$13,795.00

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

CSFA is tasked with protecting the Children and Families of the District of Columbia, as well as to ensure we meet Federal workforce guidelines. We require a fast, accurate and reliable solution that verifies an individual is who they claim to be, and provides information for making quick judgments about the degree of danger they pose, ensuring that the Children and Families of the District stay safe. This equipment and software from MorphoTrak, Inc; the sole equipment maker, will allow CFSA to meet these goals effectively and timely.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, CFSA

**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. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Contracting Officer

**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

\_\_\_\_\_  
Agency Contracting Officer