

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Agency:** Department on Disability Services  
**Requisition No.:** RQ817804  
**Proposed Contract:** DCJM-2013-C-0029  
**Contractor:** Support Development Associates, LLC (SDA)  
3245 Harness Creek Road  
Annapolis, MD 21403

**FINDINGS**

**1. Authorization:**

D.C. Official Code §2-354.04, 27 DCMR 1304 and 1702

**2. Minimum Need:**

The Department on Disability Services (DDS) Developmental Disabilities Administration (DDA) has a need for consultation and training series to create Transformational systems change and assist with the implementation of Person Centered Practices throughout the District of Columbia DD System. The benefits of this effort begin with increasing the quality of life of those who use DDA services and the amount of positive control they have over their lives. This work will support DDA's desire to create a foundation of person centered practice throughout its service delivery organizations and the agency's efforts to successfully exit the nearly 38-year old *Evans* class action within the next eight months.

Proposed efforts include:

- a. The development of a 30 to 60 minute staff orientation video
- b. The adaptation of a series of 12 video based instructional modules for DDS
- c. The development of animation that shows how discovery information is used in ISPs
- d. Support for service coordination supervisors and managers
- e. Support for Person Centered Thinking trainers
- f. Support for service coordinators
- g. Other technical assistance as requested
- h. Demonstration projects for person centered practice implementation

**3. Estimated Fair and Reasonable Price:**

The estimated fair and reasonable price is \$311,063.

**4. Facts That Justify Use of a Sole Source:**

- A. The primary partners in SDA have worked with over eighteen states in the implementation of person centered systems change. SDA recently completed a three year grant along with Virginia Commonwealth University and The National Association of State Directors of Developmental Disability Services (NASDDDS) to implement person centered practice as the core foundation of services in six states, and to analyze the requirements necessary to transform a system from its current state to a new business model based in person centered practice. Partners and associates have worked with the Disability and Elderly Health Programs Group (DEHPG) of the Centers for Medicare and Medicaid Services (CMS) headquarters staff to identify and clarify the intention and purpose of person centered practice and the role it fits in future systems changes.
- B. One partner is a former Baldrige National Quality Program examiner (four years) and with extensive background in assisting state and local agencies in the development of appendix H to the 1915 (c) waiver applications for Home and Community Based Waiver applications to CMS. The principal is an internationally recognized subject matter expert in person centered practices and has worked in nearly all fifty states in the U.S., as well as England, Canada, and Eastern Europe. His initial work, “Essential Lifestyle Planning” has become a cornerstone for numerous state approved individual support plans.
- C. The proposed work builds on work already done in partnership with the leadership and staff of DDS and that done in other states. The proposed video work builds on work done for Montana and Texas. SDA developed a series of video based instructional modules for the Montana DD system that teach person centered thinking skills and show how discovery information can be used in the ISP. They will be edited and adapted for use in the DDS system at less than half the cost of the development for Montana. DDS will have a license for unlimited use within the District of Columbia.
- D. Based upon market research and the DDS leadership’s personal knowledge and nationwide network, there is no other qualified source reasonably available to accomplish the work required within the time period of the *Evans* litigation.
- E. A notice of intent to award a sole source contract to Support Development Associates, LLC was posted to the Office of Contracting and Procurement website on August 28, 2013 in accordance with 27 DCMR 1304. After posting for ten days, no other contractor has challenged the notice.

**5. Certification of Findings**

I hereby certify that the above findings and certify that they are true, accurate and sufficient to justify the use of the sole source method of procurement under the cited statutory authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura L. Nuss  
Director

**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 Department on Disability Services is justified in awarding a contract to Support Development Associates, LLC for the services described above using the sole source method of procurement.

\_\_\_\_\_  
Date

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Janice Parker Watson  
Chief Contracting Officer  
Department on Disability Services