

**DETERMINATION AND FINDINGS FOR  
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency  
Caption: Trauma Certification  
Contractor: Trauma Institute / Child Trauma Institute  
Contract Number: RQ848253

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need to obtain the services of a contractor to certify CFSA staff as trainers in the Trauma Institute / Child Trauma Institute training model.

**3. ESTIMATED FAIR AND REASONABLE COST:**

\$40,000.00

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

In 2012, CFSA was awarded a federal grant to provide Trauma System Therapy (TST) training within the agency. This grant provided initial training to staff of CFSA and its partners. CWTA is tasked with ensuring continued trauma-informed training for new CFSA social workers, family support workers, nurse care managers and staff once this grant award period has ended. The Child Welfare Training Academy (CWTA) has identified the *Trauma Institute/Child Trauma Institute* to provide a trauma certification training program for CWTA's current trainers (4) and up to fourteen (14) other individuals identified by CFSA management. This certification program will provide the opportunity for these eighteen (18) individuals to be certified in the Trauma Institute's model and obtain the ability to train and provide support to others within CFSA and the District's child welfare system. This certification program will follow a training of trainers or TOT model.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director  
Child and Family Services Agency

**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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief 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 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 available 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.

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date