

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

**CONTRACT NO:** RQ927969

**CAPTION:** Management Leadership Development Program

**PROGRAM AGENCY:** Department of Energy & Environment (DOEE)

**PROPOSED CONTRACTOR:** The George Washington University, Center for Excellence in Public Leadership

**FINDINGS**

1. **AUTHORIZATION:**

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

2. **MINIMUM NEED:**

The Department of Energy and Environment (“DOEE”) seeks to engage the services of George Washington University (GWU), Center for Excellence in Public Leadership (CEPL), to provide leadership development experiences for all managers (MSS employees) across DOEE. Specifically, DOEE requires the assistance of a contractor to conduct a 360 degree assessment to evaluate leadership and management skills for DOEE managers, conduct a leadership workshop, and provide comprehensive one-on-one coaching for a subset of managers. The 360 degree assessment would include feedback from peers, supervisors, and employees of the manager being evaluated.

3. **ESTIMATED REASONABLE COST:**

The estimated fair and reasonable cost to provide the required equipment and services is \$49,975.00

4. **FACTS THAT JUSTIFY A SINGLE AVAILABLE SOURCE:**

- A. The proposed provider, GWU, holds the copyright to the George Washington University Center for Excellence in Public Leadership, which is a nationally recognized program that has worked with District government to administer various public leadership programs across various District agencies, including the District’s Certified Public Manager Program (CPM), administered by the District Department of Human Resources.
- B. GWU has successfully facilitated the District’s CPM Program since 1997, incorporating leadership and public management standards to meet the accreditation requirements of the

National Certified Public Manager Consortium standards. As the District's main partner in public certified manager training, GWU has inherent and institutional knowledge of the components needed to implement a successful leadership development framework and conduct 360 degree assessments for leadership training.

- C. The proposed provider, GWU, has a deep understanding of the leadership literature in adaptive leadership, systems thinking and transformation management, and peer learning support. The provider is capable of performing these services, and has performed in this capacity for District agencies in the past.
- D. In addition to the leadership development expertise noted above, GWU is unique in providing a Leadership Circle 360 Program to participants, which incorporates a peer coaching approach grounded in U-Theory and Action Learning principles.
- E. GWU coaches are highly experienced and certified in 360 degree feedbacks, individual assessments, and a variety of leadership coaching instruments, including the Herrmann Brain Dominance Instrument.
- F. GWU possess the capability to administer the 360 degree feedback electronically, with the capacity and capability to provide individualized, comprehensive, and comprehensible reports for all participants. Each report shall identify the participant's areas of strengths, competencies, and opportunities for professional development.
- G. GWU has the capacity and experience to administer feedback workshops and one-on-one coaching sessions for participants to help participants understand results of individual assessments.
- H. The District has a vested interest in awarding this sole source contract to GWU to ensure continuity and uniformity for all leadership and management training across District agencies.
- I. No District vendor has the same type of leadership training development/certified public management training experience with the District, the same institutional knowledge of the District's leadership development programs (e.g. the CPM program) and the experience in Leadership Circle 360 and UTheory and Action peer coaching as GWU.

Given the aforementioned reasons, DOEE believes a sole source contract with GWU would be the most prudent method for completing the services required under the contract.

## MARKET RESEARCH

A market survey was performed in an attempt to locate providers that have the same or similar programs in the District of Columbia. Market research showed that while four vendors in the Washington Metropolitan area could provide DOEE somewhat similar leadership development services, they are cost-prohibitive and not exactly the leadership development services and program DOEE is seeking. The average cost estimate received from the four vendors was \$143,848, which is \$93,000.00 more than GWU's program. The only District based vendor's estimate was upwards of \$260,575, which is \$210,600.00 more than GWU's program. Furthermore, none of the potential vendors offered significant experience working with District government.

### 6. **CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tommy Wells  
Agency Director  
Department of Energy & Environment

### 7. **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

\_\_\_\_\_  
Robyn N. Johnson  
Agency Contracting Officer  
Department of Energy & Environment

**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

\_\_\_\_\_  
George A. Schutter  
Chief Procurement Officer  
Office of Contracting & Procurement