

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

CONTRACT NO: TBD

CAPTION: Educational Enrollment Audit

PROPOSED CONTRACTOR: F.S. Taylor & Associates, PC

PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)

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, Office of the State Superintendent of Education (District), has an immediate need for an independent auditor to conduct a census-type enrollment audit of fifty-four (54) District of Columbia local education agencies, which serve approximately two-hundred and twenty-five (225) public schools, one-hundred and forty-seven non-public schools and ten (10) surrounding county school systems, and related services. The need will meet OSSE's requirements as mandated by the District of Columbia School Reform Act of 1995, the Enrollment Census Act of 1998 and the Uniform Per Student Funding Formula Act of 1998.

The requirements of the District of Columbia mandate audit is to:

- Assess the accuracy of enrollment counts, generated by OSSE, for the District of Columbia Public Schools (DCPS) and District of Columbia public charter schools (PCS);
- Validate the number of students whose tuition, or education, in other schools or programs (*i.e.*, special education non-public schools, surrounding county public schools, and District of Columbia youth incarceration programs), is paid for with funds available to the District of Columbia;
- Validate the residency status of each student whose education is funded by the District of Columbia; and
- Validate the number of students funded by the District of Columbia who have dropped out of a District of Columbia school or nonpublic school since the previous school year.

The period of performance will be from the date of award through one (1) year. The Office of the State Superintendent of Education (OSSE) need is urgent and immediate.

3. ESTIMATED REASONABLE PRICE:

The government's estimated price of \$850,000.00 for the Base Year is deemed fair and reasonable. F.S. Taylor & Associates, P.C. offered price is \$754,775.56.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The contractor meets the requirements stated on the section for minimum needs. The contractor has the capabilities to meet the requirements and conduct a thorough audit for OSSE.

Their capabilities include:

- Familiarity with data relating to the DCPS System;
- Capable of delivering the scope of work, performing the deliverables, and complying to the terms and conditions;
- Knowledgeable of the operating environment of the relevant District agencies and the educational institutions involved for the upcoming year.
- Ability to demonstrate work can be performed by providing external validation of successful past performance, and experience with multi-site audits.
- The team is comprised of experts with backgrounds demonstrating they can perform the work required.

Each of these attributes is essential to meeting the District's need. F.S. Taylor & Associates, P.C. is the only qualified contact available to begin work immediately and is fully capable of meeting the completion deadline by the end of school year 2014 – 2015.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Jesus Aguirre
Superintendent

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

Marie Niestrath
Contracting Officer

7. 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