

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE EXTENSION OF A CONTRACT**

**CONTRACT NO:** CW23692  
**CAPTION:** School Health Nursing  
**PROPOSED CONTRACTOR:** Children’s National Medical Center, Inc.  
**PROGRAM AGENCY:** Department of Health, Community Health Administration

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701, and 2005.6 (b)

**2. MINIMUM NEED:**

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Department of Health (DOH), Community Health Administration (CHA), has a requirement for the Contractor, Children’s National Medical Center, Inc. (CNMC) to continue to provide the management and daily operations of the School Health Nursing Program, herein referred to as the “Program” for an additional three (3) month period for the term from July 1, 2015 through September 30, 2016.

The Program provides school-based nursing services, health promotion education services, and care coordination services to students in the District of Columbia public and charter schools. Under the Program students learn about health issues, are screened for childhood diseases, are immunized, and are treated and/or referred for further treatments as may be needed. Access to school health services for children provides critical early interventions to reduce the onset of preventable diseases and other health conditions, encourages chronic disease management and health education, and ultimately improves the health and well being of the entire community. The overall goal of the Program is to improve the general health and wellbeing of the children enrolled in District of Columbia public and charter schools through health promotion education and supervised nursing services and follow-up.

The ninety (90) day contract extension is required to ensure continuity of operations and avoid interruption of these vital medical services to pupils of the public and charter schools during the summer school months while the results of a new solicitation for the program posted on April 1, 2016 is under evaluation. This extension includes a transition plan to support any new contractor whom may be awarded the resultant contract.

**3. ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price for the sole source contract shall not exceed \$4,249,548.

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

Children’s National Medical Center (the incumbent) is the only available company requiring no start up time and the capability of continuing this service without interruption. Any interruption of these services could pose as a major threat to the District, potentially jeopardizing the health, welfare, and safety of the student population, the public, and could possibly present liability issues to the District Government.

Also, in accordance with DC statute § 38-621, which states “*a registered nurse shall be assigned to each District of Columbia ("District") elementary and secondary public and public charter school a minimum of 12 hours per week during each semester and during summer school if a summer school program is operated*”, the incumbent provides staff nurses to work at designated summer school sites based upon a list comprised and sent to DOH in early May. This list includes public and charter schools that require on-site nursing services during their summer school programs to be in compliance with this statute.

DOH plans to transfer the required services to be performed under the Office of Grants Management (OGM) moving forward; however this 90-day sole source contract extension modification is required in order to secure a more seamless transition from this procurement to OGM. OGM has already competed these requirements via a formal Request for Applications (RFA) posted April 1, 2016. The SOW was modified based on a Needs Assessment study conducted in February 2016 which yielded results that indicate performance under the new award could be carried out by more than one vendor. This increases the need for the incumbent, CNMC, to continue performing during the 90-day transition period and provide the support and assistance that’s needed to complete the transition without interruption.

Nurses not assigned to summer school sites during the summer school months’ work in rotating teams to perform student health record reviews which includes verifying and documenting in HealthOffice® the compliance status of Universal Health Certificates and Oral Health Certificates and immunization status. When students are found to be out of compliance with any of these, these nurses will contact parents/guardians in an attempt to bring students into compliance prior to the beginning of the school year.

In addition, several school nurses conduct Administration of Medication trainings for identified school staff. School leaders designate 2 to 3 personnel who they would like to receive Medication of Administration training. This program is extended through the summer months to address the challenge many schools have of conducting this training during the school year. The initial training is 4½ days (four days for classroom instruction and a ½ day for the practicum), and the refresher training is 1½ days (one day classroom instruction and a ½ day for the practicum).

For schools that are being modernized, nurses are packing items away for storage at the beginning of the summer, and are locating and unpacking medical items in the new school or renovated space in the month of August.

School nurses attend training in the Summer Nurse Institute which occurs two weeks prior to the opening of school during the month of August. The purpose of this training is for

skills building, enhanced learning and development on updates related to behavioral health, oral health, immunizations, and topics relevant to the school health nursing practice.

CNMC maintains proprietary ownership of the health record database HealthOffice® which currently stores the history of all student treatments that have been administered since the beginning of this contract. This proprietary electronic health record system captures all health information pertaining to each individual student treated. The system provides a complete record of patient encounters that increases safety through evidence-based decision support, quality management, and outcomes reporting. The system complies with the standards of Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) to protect student privacy and is utilized to retrieve data for federal reporting and quality assurance.

While the District owns the data contained in the current electronic health record database, DOH and CNMC must collaborate during this 90-day period to prepare for any potential transition of these student records which could take place thereafter. The current Contractor has been providing services since 2006 and has been rated as satisfactory by the CHA program on its performance evaluation.

The current Contractor will also continue providing services at the same price currently being paid by the District. Again, there are no other available contractors with the ability to perform this critical work effective July 1, 2016, without compromising this entire program. DOH is seeking this sole source 90-day extension to provide transition to a federal grant program with DOH OGM for which these requirements are currently undergoing a competitive evaluation.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
LaQuandra Nesbitt, MD, MPH  
Interim Director, Department of Health

**6. CERTIFICATION BY CONTRACTING OFFICER:**

Based on the findings, I hereby determine that the extension of the Sole Source award of these services to Children's National Medical Center, Inc. is in the best interest of the District and that the price is fair and reasonable. I recommend that the Office of Contracting and Procurement (OCP) Chief Procurement Officer approves the use of the Sole Source Extension Procurement method for the continuation of these services. 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 extend a Sole Source Contract was published on XXXXX in accordance with Section 404 (c) of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C Official Code §2-354.04) and XX responses were received.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hakima Muhammad  
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 303, 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, 2-354.03 or 2-354.04 Sec 404 (a)(b)(c) DCMR 1701.01, D.C. Law 18-371). Accordingly, I determine that the District is justified in Contracting with using the Sole Source Method of Procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George A. Schutter  
Acting Chief Procurement Officer