

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

DETERMINATION AND FINDINGS

for

SINGLE AVAILABLE SOURCE PROCUREMENT

Agency: Child and Family Services Agency
Caption: Organizational Infrastructure Improvement Project
Contractors: Sivic Solutions Group, LLC
Contract No.: DCRL-2012-C-0047

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (the District), has the following minimum need:

The District has a continual need for the services of a contractor to provide integral assistance to the infrastructure of the CFSA's federal revenue operations, including continual training of CFSA staff and provider staff, completing cost allocation plan amendments, third party billing processing and training for Target Case Management, and IV-E claiming system improvement, particularly administrative claim processing, for the period of March 13, 2013 through March 12, 2014

3. ESTIMATED FAIR AND REASONABLE COST:

The estimated reasonable cost for providing Organizational Infrastructure Improvement Project \$539,105.09

4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:

On September 30, 2009, CFSA's Contracts and Procurement Administration (the District), issued a Request for Proposal (RFP); three proposals were received in response to the request and an award, which contain a base and one option year period, was executed on March 3,

2012, to develop and implement processes to improve the CFSA's provision, claiming and compliance with Medicaid Health and Behavioral Health services, Target Case Management (TCM), and Title IV-E Foster Care and Adoption Assistance implement the District's Amended Cost Allocation Plan (CAP) and all facets of the Random Moment Sample (RMS) for the District and subcontractors. And to provide proposal for both manual (paper) and web-based/electronic method for the District social worker RMS, review and revision of the draft TCM and State Plan Amendment (SPA) and to implement candidates for foster care claiming. The District also has an ongoing need to complete the negotiation process with the Division of Cost Allocation (DCA) in anticipation of CAP approval, which is eremital to both Title IV-E and Medicaid claiming.

On March 3, 2012, the District entered into another contract with the contractor, which contained a base and two option periods, for ongoing for support to ensure full implementation and operation of the CAP and RMS, which is critical to ensure no interruption in federal claiming and associated payments to the District.

The District has a continual need for the services of a contractor to provide integral assistance to the infrastructure of the CFSA's federal revenue operations with minimal mobilization time to ensure the service is provided without any disruption. Therefore, it is in the best interest of the District to proceed with acquiring the services, by exercising the option, with the incumbent contractor who has demonstrated sufficient expertise, staffing and the financial soundness over the last few years which are critical to providing said services without disruptions.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Tara Sigamoni
Agency Chief Contracting Officer

6. CONTRACTING OFFICER CERTIFICATION:

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.

Date

Tara Sigamoni
Agency Chief Contracting Officer