

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

CONTRACT NO: CW22778
CAPTION: Enterprise Grant Management System Enhancements
PROPOSED CONTRACTOR: Document Systems, Inc. (DSI)
PROGRAM AGENCY: Office of the State Superintendent of Education
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700

1. MINIMUM NEED:

Document Systems, Inc. (DSI) was awarded a contract to implement the Enterprise Grants Management System (EGMS) for the District of Columbia, Office of the State Superintendent of Education (OSSE). OSSE finds it necessary to enhance EGMS to add three new grants to include the on-line application for the D.C. Tuition Assistance Grant (DC TAG). Enhancing EGMS to incorporate DC TAG aligns the grant with OSSE’s objective to centralize grant management in order to be more efficient, cost effective and improve service to the recipients.

Additionally, there are additional enhancements needed for EGMS that allow for a more intuitive experience for the user. User feedback has identified the need to make EGMS easier to use for the individual customer that is applying for a grant. Whether it’s a high school student applying for tuition assistance or a Local Education Agency applying for multiple education grants from healthy food programs to technology equipment to improve learning the system needs to be simple to use with intuitive user screens that accommodate different types of users with different skills.

2. ESTIMATED REASONABLE PRICE:

\$860,995.20

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. It is part of the strategic plan of OSSE to incorporate as many grant programs into EGMS as is both fiscally and functionally reasonable. This approach allows OSSE to standardize processes and accommodate unique variances more efficiently, which will drive down investment and operational costs. It also gives OSSE the opportunity to continuously improve grant management processes to better serve the community and be stewards of the funds entrusted to the agency.
- B. DSI has successfully implemented the EGMS for OSSE through the use of the proprietary grants management software, which already interfaces with various DC government financial systems.
- C. The EGMS application is built on the proprietary software owned by MTW, a subcontractor to DSI. Therefore, no other Contractor can perform the work or have access to the rights.

4. CERTIFICATION BY AGENCY HEAD

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

Date

Amy Maisterra, Ed.D., MSW
Interim State Superintendent, OSSE

5. 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 Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) 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

Alvin N. Stith
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 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

Nancy Hapeman
Interim Chief Procurement Officer