

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

**CAPTION:** Case Management Transportation Services  
**PROPOSED CONTRACTOR:** Travelers Aid International  
**PROGRAM AGENCY:** Department of Human Services, Economic Security Administration

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Department of Human Services (DHS) is seeking a vendor to provide services to indigent individuals and families to return to their home communities.

**3. ESTIMATED REASONABLE PRICE:**

\$30,000.00

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

Having helped stranded travelers in Washington since 1913, Travelers Aid is one of the oldest social service agencies in the city. It is an affiliate of Travelers Aid International and has established connections nationwide for assessing the needs of and identifying help for travelers-in-need from all across the country. Travelers Aid is specifically geared to helping individuals and families travel back home or to other communities where they can obtain the help they need.

Travelers Aid has an established relationship with Greyhound which discounts tickets for its clients by 25 percent, a savings that will be passed on to the District of Columbia under this purchase order. Travelers Aid staff and volunteers are on site at Union Station and at the major airports to assist stranded travelers. The Union Station location is only seven blocks from the Income Maintenance Administration's 645 H Street, NE, Decentralized Service Center.

Failure to approve this vendor will prevent the District from providing these case management services.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah A. Carroll, Administrator  
DHS, Economic Security Administration

**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 under the cited authority. I certified 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

\_\_\_\_\_  
Priscilla Mack, Supervisor  
Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that is it 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

\_\_\_\_\_  
Sheila Mobley  
Assistant Director