

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

CONTRACT NO.: DCEB-2016-C-2015

CAPTION: Workforce Development Grant and Technical Writing Services

PROPOSED CONTRACTOR: Jeffrey C. Marcella

PROGRAM AGENCY: Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO), with administrative execution through the Office of the Deputy Mayor for Planning and Economic Development (DMPED)

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Government of the District of Columbia, Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO), has a minimum need for grant and technical writing support to assist with grant applications and written products. An expert with a diverse range of experience is needed to successfully execute this task, including the need for at least one individual dedicated to the project that has helped a number of state and local jurisdictions successfully apply and gain award of federal and philanthropic grants in the field of sectoral workforce development, and has contributed to published written products on sector strategies. These individual(s) must also have significant relationships with national workforce development organizations that may partner with the WIC on grant applications. The period of performance is date of award through September 30, 2016 with one (1), 1-year option period.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price of the base year is \$50,000.00.

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. The WIC administers the Workforce Intermediary program, a sectoral workforce development initiative that is charged with bringing together multiple stakeholders connected to key industries with significant employment growth and importance to the District's economy. The program is also charged with identifying and allocating external funding resources to support workforce activities in key sectors. Grant award opportunities that are focused on sector-based workforce initiatives are currently available through both the federal government and philanthropic sources that align well with the program's mission and activities, and the WIC requires additional capacity to gain access to these resources. This capacity must be very specialized, as most of these grants are awarded through very competitive processes. This necessitates that additional grant writing capacity includes one or more individuals that meet the minimum need requirements noted above. Additionally, after a search of the District's CBE database using the National Institute of Governmental Purchasing (NIGP) code for Grant Writing Services (Code 946-52-00), no CBEs were listed.
- B. The WIC's broader oversight of the District's workforce system and the Career Pathways and Workforce Intermediary programs also frequently necessitates significant technical writing to

help produce written products on our work for a diverse range of stakeholders. This work is also highly specialized and requires significant expertise in the field of workforce development.

- C. Mr. Marcella has been identified as an individual that meets all of the minimum need criteria above and has the requisite specialized background referenced in factors A and B above. He has successfully helped numerous jurisdictions obtain related grant awards from federal and philanthropic source and has also contributed to numerous relevant written products, including the District's Workforce Intermediary Task Force Report from 2012.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Courtney Snowden, Deputy Mayor

6. CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are true and correct to the best of my knowledge. Further, I certify that the notice on intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Lindel Reid, CPPB
Senior Contract Specialist

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 either Section 402 or 403 of the District of Columbia Procurement Practice 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

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director, Contracts, Procurement and Grants