

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

CONTRACT NO:

CAPTION: Gift Cards

PROPOSED CONTRACTOR: American Signature Furniture, DBA Value City Furniture

PROGRAM AGENCY: Department of Human Services (DHS)

Strong Families Program Division

FINDINGS

1. **AUTHORIZATION:** D.C. Official Code § 2-303.05(a)(4) authorizes the purchase of commodities/supplies that would ordinarily be purchased on a competitive basis when an emergency is declared pursuant to D.C. Official Code §2-303.12

2. **MINIMUM NEED:** Gift Cards will be made available for the outreach services needed to assist emergency victims of the District of Columbia who are in need of services from fire, homelessness, condemned building, power failure/outage and any other emergency that the Mayor's Office and DHS Director's Office consider for the Strong Families Program to be made available for the outreach services needed to assist emergency victims of the District of Columbia.

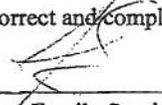
3. **ESTIMATED REASONABLE PRICE:** \$20,000.00

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:** Due to the reoccurring nature of the unexpected need, the imminent threat to the public health and welfare in terms of being homeless, power failure/outage, and fire requires immediate procurement action to limit the harm the public might suffer. Supplier is one of the well reputable retail chains in Metropolitan Washington, DC Area. Also, close proximity for District residents in times of unexpected events, etc.

5. **CERTIFICATION BY AGENCY HEAD:**

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

12-1-11
Date



Administrator, Family Services Administration
(DHS)

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

Date

Courtney Lattimore
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 303 of the District of Columbia Procurement Practices Act of 1985 (D.C. Law 6-85; D.C. Official Code §2-303.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Christopher Stewart
Assistant Director