

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Contract No.:**

**Agency:** D.C. Department of Corrections

**Caption:** **ACA Certification Exam**

**Contractor:** AMERICAN CORRECTIONAL ASSOCIAT  
206 North Washington Street  
Suite 200  
Alexandria, VA 22314-

**FINDINGS**

**1. Authorization:**

DC Code, Section 2-303.05(a) (1) and 27 DCMR, Section 1702.2.

**2. Minimum Need:**

The DC Department of Corrections (DOC) is legislatively mandated to be accredited by the American Correctional Association (ACA). The exams are needed to continue ACA requirements to certify all Officers for the ACA Certified Correctional Officer's Exam.

**3. Estimated Reasonable Price:**

\$25,000

**4. Factors Which Justify Single Available Source Procurement:**

The American Correctional Association is the sole accrediting agency for all correctional departments in the United States. The benefits of accreditation are improved staff training and development; assessment of program strengths and weaknesses; defense against lawsuits; establishment of measurable criteria for upgrading operations; improved staff moral and professionalism; safer environment for staff and offenders; reduced liability insurance cost; and performance-based benefits.

Pursuant to the DC Jail Improvement Act of 2003 (Bill 15-31) The DC Department of Corrections (DOC) is legislatively mandated to obtain full accreditation through the American Correctional Association under the 4<sup>th</sup> Edition Performance Based-Standards for Adult Local Detention Facilities.

**5. Certification by Agency Head or Designee**

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

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Thomas Faust  
Director  
D.C. Department of Corrections

Date

**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 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.

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Keia Brooks  
Agency Contracting Officer  
Dept. of Corrections

**DETERMINATION**

Based on the findings and authorization noted above, it is hereby determined that the required services be obtained through a sole source procurement. In addition, it is determined that this method is in the best interest of the District.

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Courtney Lattimore  
Contracting Officer (OCP)  
Office of Contracting and Procurement

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Date