



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY**

**CONTRACTS AND PROCUREMENT ADMINISTRATION**

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

**CONTRACT NO.:** CFSA-11-C-0052  
**CAPTION:** Consultant Services  
**PROPOSED CONTRACTOR:** Charlie Samuels, Jr.  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

**2. MINIMUM NEED:**

The District of Columbia, Child and Family Services Agency (CFSA), Business Services Administration has a continued need for a contractor to provide assistance on several initiatives, to increase, stabilize, and/or substantiate CFSA'S Title IV-E and/or Tile XIX claims with no mobilization. The contractor shall provide technical assistance to any CFSA office regarding Title IV-E Foster Care and Adoption Assistance Program requirements and regulations if requested and approved. The proposed term for the contract is from October 20, 2011 through October 19, 2012 with three (3) option years.

**3. ESTIMATED REASONABLE PRICE:**

**\$130,500.00**

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

The Government of the District of Columbia, CFSA needs assistance with several initiatives aimed at increasing, stabilizing CFSA's Title IV-E claims. The contractor has experience and has conducted the requested services previously under CFSA-07-C-0235 (Innovate Costing Solutions) which also provided these services for CFSA. The contractor is familiar with CFSA's

processes and understands the tasks that need to be accomplished in order to aid in efficient and effective Federal claims. To acquire a contractor that is unfamiliar with CFSA would require more time and funding hindering the goals set forth to take place this fiscal year. Thus, given the contractor's previous experience and knowledge a sole source contract is justifiable.

5. **CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interim Director  
Debra-Porchia Usher

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 certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief 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 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

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer