

**DETERMINATION AND FINDINGS FOR  
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency  
Caption: Data Dashboard Project  
Proposed Contractor: Analytica, Inc.  
Contract Number: DCRL-2019-C-0004

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has a continuous need for a contractor to provide enterprise platform and administration and dashboard user licenses for the operation of CFSA's Data Dashboard system.

**3. ESTIMATED FAIR AND REASONABLE COST:**

NTE: \$202,600.00

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE  
PROCUREMENT:**

The current contractor is the only entity capable of meeting the District's need during the proposed period of performance due to having previously been involved the construction and implementation of CFSA's Data Dashboard system, and the sole supported of its operation for more than five (5) years. The contractor is familiar with the requirement and will need no transition period or training.

Any disruption of these services would negatively impact CFSA's ability to generate timely reports to achieve the benchmarks as delineated in the LaShawn A. v. Bowser Implementation and Exit Plan. Therefore, it is in the best interest of the District to continue to procure the services for the period of October 2, 2018 through October 1, 2019.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald, Director  
Child and Family Services Agency

**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 and that no response was received.

\_\_\_\_\_  
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