

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

DETERMINATION AND FINDINGS
for
SINGLE AVAILABLE SOURCE PROCUREMENT

Agency: Child and Family Services Agency
Caption: System Evaluation Services
Contractor: Coordinator Care Services, Inc.
Contract No.: DCRL-2013-C-0135

FINDINGS

1. **AUTHORIZATION:**

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

2. **MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has a continual need for the services of a third party familiar with the District's Trauma System and System of Care grant. The third party is required to evaluate a federal "demonstration project" involving the use of federal Title V-E funds to implement and expand community-and-home-based services for children and families that CFSA serve. Under the requirements of the federal demonstration project, CFSA is required to engage a third party to conduct a project evaluation, which must include a process evaluation, an outcome evaluation, and a cost analysis. As these services are continually needed by the District, the time frame for performance of the necessary system evaluation services shall be December 4, 2016 through December 3, 2017.

3. **ESTIMATED REASONABLE PRICE:**

\$207,000.00

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

- (a) The proposed provider, Coordinator Car Services, Inc. (CCSI) has performed services as an evaluator for the District previously. CCSI provides project research and evaluation services to state, county, and local human services agencies throughout the northeastern United States.

- (b) The proposed provider, CCSI, is presently engaged as the system evaluator vendor for two District agencies within the human services cluster.
- * DC Department of Mental Health administers the federal Substance Abuse and Mental Health Services Administration (SAMHSA) System of Care (SOC) grant;
 - * CFSA administers the Administration for Children and Families (ACF) initiative to improve Access to Needs-Driven, Evidence-Based/Evidence-Informed Mental and Behavioral Health Services in Child Welfare (“Trauma” or Trauma Informed”) grant.
- (c) The proposed provider, CCSI, was awarded the contact to be the SOC/Trauma grant evaluator through a competitive procurement Request-for-Proposal (RFP) process conducted by the Department of Health. CCSI was rated to be the best qualified respondent for an evaluation engagement that is similar to that which is required of CFSA’s current demonstration project.
- (d) There is a natural alignment of systems evaluation processes and responsibilities across two federal grants and the demonstration, such that engaging a single entity to perform the evaluation for all three projects would maximize District resources, increase proves efficiencies, and enhance the validity of evaluation results.
- (e) The proposed provider, CCSI, is the only entity capable of meeting the District’s minimum need during the proposed period of performance with no mobilization time. Secondly, the proposed provider is currently providing the services under contract, and has the necessary experience, and has demonstrated sufficient capabilities and financial soundness over the last year which is necessary to provide said services. Failure to continue the services of this provider would delay the project completion and degrade the evaluation results.

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,
Deputy Mayor Health and Human Services
Interim Director, CFSA

6. CONTRACTING OFFICER CERTIFICATION:

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 Section 402 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-354.02). I further find that the contractor listed above is the only available sources that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Contracting Officer