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.:	DCRL-2013-R-0135
CAPTION:	System Evaluation Services
PROPOSED CONTRACTOR:	Coordinated Care Services, Inc.
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 Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need for the services of a third party familiar with the District's Trauma Systems and Systems of Care Grant. The third party is required to evaluate a federal "demonstration project" involving the use of federal title IV-E funds to implement and expand community-and-home-based services for children and families that CFSA serves. 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.

3. ESTIMATED REASONABLE PRICE:

$128,000

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

(a) The proposed provider, Coordinated Care Services (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 evaluation vendor for

two discrete, but coordinated federal grant projects being administered by 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; and,
- 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, recently won the contract to be the SOC/Trauma grant evaluator through an open procurement Request for Proposal (RFP) process conducted by the Department of Health. CCSI was the best qualified respondent for an evaluation engagement that is very 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 the 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 process efficiencies, and enhance the validity of evaluation results.

5. CERTIFICATION BY AGENCY HEAD:

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

_____ Date

_____ Director
Brenda Donald

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

_____ Date

_____ Tara Sigamoni
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 Procurement Officer