DETERMINATION AND FINDINGS
FOR
SOLE SOURCE EXTENSION

AGENCY:	Department of Human Services (DHS), Economic Security Administration (ESA)
CONTRACT NO.:	CW14326
CONTRACTOR:	DB Grant Associates, Inc.
CAPTION:	Workforce Development Preparation and Case Management Services for Work-eligible TANF Customers.

1. **AUTHORIZATION:**

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

2. **MINIMUM NEED:**

The Department of Human Services (DHS), Economic Security Administration has a need to extend the current Human Care Agreement with DB Grant Associates, Inc. (Grant) for **Work Readiness and Placement Services** to maintain services and ensure continuity of services for customers in the TANF Employment Program (TEP). DB Grant Associates, Inc. shall provide employment and training related services to work-eligible individuals in the TANF program

The period of performance will be **January 27, 2016 through June 30, 2017.**

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

The estimated fair and reasonable price to provide the required services for the period of **January 27, 2016 through June 30, 2017** is **$3,358,204.58**. The prices have been determined fair and reasonable based on current rates paid by the District through the 27 DCMR, Section 1610.

4. **FACTS WHICH JUSTIFY SOLE SOURCE:**

a) DHS is the local Agency responsible for providing employment and training related services to TANF customers in the District of Columbia. These services are provided through ten different TANF Employment Program Human Care Agreements – serving nearly 7000 families. The extension of all the TEP Human Care Agreements is required to continue and maintain services for all individuals and families in need of the program. All of the TEP Human Care Agreements are in the final option period of a base and four (4) option period Human Care Agreement, and DHS is seeking an extension on all through June of 2017.

b) Recognizing that DHS is in the final option year for all of the TEP Human Care Agreements, DHS has long-planned to modify, and re-bid the solicitations. A culmination of three (3) independent factors impacted the ability of the agency to

release an RFP, which would coincide with the completion of the existing contractual vehicles:

1. The TANF grant, which was statutorily scheduled to no longer be available to individuals who received benefits in excess of 60 months in October of 2016, was extended by District Council and the Mayor by one year, to October of 2018. As such, and requested by Council, DHS convened a working group charged with identifying customers eligible for a hardship extension, and also service delivery modifications as necessary. This report was delivered to the DHS Director on October 18, 2016. The Working Group final recommendations will help shape the requirements for the new solicitation.

2. DHS rolled out a new eligibility system, DCAS, which plays a vital role in the delivery of services to TANF customers. It ensures the correct benefit amount, as well as program status. The system informs the work requirements embodied in the service delivery of these Human Care Agreements. DHS is seeking this limited extension so that the IT system can be modified to address the programmatic changes which came out of the working group, and properly align the program, for what will be the working model for the next five (5) years.

3. As noted above, DHS is in the final option year of TANF service delivery providers.

c) District and Federal law limit the number of months a person is eligible to receive TANF. Customers on TANF also often have limited work history and education, as well as other barriers in their life – such as mental health issues, substance abuse and housing instability, which impact their ability to obtain employment. Because of the time-limited nature of TANF, and the challenges many of the families on TANF face, continuity of services is essential and a break in services could have a long and lasting impact on many of the families currently being served.

d) DB Grant Associates, Inc. has held a Work Readiness and Placement services Human Care Agreement with the District for the last five years and currently serves **221** employed and **714** not employed customers. DB Grant Associates, Inc. is one of six providers the District has contracted with to provide services to customers who have TANF work requirements. This Human Care Agreement requires significant staffing; investing relationships with both potential employers as well as education and training entities; investing in relationships with individuals and families; and accessible office space. The Human Care Agreement took a full nine months to become fully ramped-up at its inception. DHS is seeking an extension on the current Human Care Agreement to allow for continuity of services, during the restructuring of the new TANF Employment Program (TEP) and cost model.

5. **CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed Human Care Agreement extension is in the best interest of the District of Columbia.

Laura Green Zeilinger
Director
Department of Human Services

1/11/16
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 certify that the notice of intent to award a sole source Human Care Agreement was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed Human Care Agreement.

Wendell O. Atkinson
Chief Contracting Officer
Office of Contracting and Procurement

Date

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 solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices 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.

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

Date