

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

**CONTRACT NO.:** DCEB-2013-C-0001

**CAPTION:** Tracking At-A-Glance (TAAG) Software and Support

**PROPOSED CONTRACTOR:** Designing Success, Inc.

**PROGRAM AGENCY:** Office of the Deputy Mayor for Planning  
and Economic Development

**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, Office of the Deputy Mayor for Planning and Economic Development has a minimum need for a contractor to provide Tracking At-A-Glance (TAAG) Annual Maintenance and Support, Technical Consulting and Troubleshooting Services, Hosting Services and Training. The proposed term for the contract is October 8, 2012 through September 30, 2012.

**3. ESTIMATED REASONABLE PRICE:**

\$24,600.00

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

With the revitalization of the New Communities in four (4) public housing developments throughout the District, there remains a need for Comprehensive Case Management providers to provide services to a targeted number of households in each of the four (4) New Communities. The service providers require a seamless method of documenting the comprehensive services provided to more than four hundred (400) households in the District; that method is through an electronic case management specific database. The database is also used by the District's Housing Authority, the agency that serves as the landlord for public housing residents.

DMPED has been utilizing the Tracking-At-A-Glance database for five (5) years. The Tracking-At-A-Glance software is a proprietary software and necessary in order for DMPED to provide the required New Communities comprehensive case management.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST  
on behalf of Victor L. Hoskins, Deputy Mayor

**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

\_\_\_\_\_  
Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST  
Director, Contracts and Procurement

**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

\_\_\_\_\_  
Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST  
Director, Contracts and Procurement