

**DETERMINATION AND FINDINGS FOR
FEDERAL SUPPLY SCHEDULE SOLE SOURCE PROCUREMENT**

CONTRACT NO.: DCEB-2014-C-0001

CAPTION: DC GRANTGO!

PROPOSED CONTRACTOR: GrantAnalyst.com LLC

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, 1702, 2100

2. MINIMUM NEED:

The Government of the District of Columbia, Executive Office of the Mayor, Office of the Deputy Mayor for Planning and Economic Development has a minimum need for a contractor coordinated effort to launch a real time, customized web-based transparent government grant management platform, for the purpose of review, analysis and evaluation and scoring applications for grant funded programs for the District. The proposed term for the contract is date of award through one year with four (4) one year options for maintenance, upgrades and technical support.

The services requested include a web based application providing customizable proposals including pre-screening features, budgets, document attachments, and questions. This process will allow the District to administer a transparent, paperless process improving upon greening efforts.

The services requested include software development and management via in-house IT capabilities, along with building the grant application and management, and providing onsite technical assistance. This process will allow the District to administer a transparent, paperless process improving upon greening efforts.

3. ESTIMATED REASONABLE PRICE:

Not to exceed \$20,000.00

4. FACTS WHICH JUSTIFY CONTRACTING WITH GRANTANALYST.COM LLC:

GrantAnalyst.com LLC was determined to be the most appropriate company to provide the District with an affordable, user-friendly, state-of-the-art grant proposal management tool with world class customer service. GrantAnalyst.com LLC has completed numerous improvements to its web-based application including administrator access in order to assign reviewers to each grant application as well as invoice and payment tracking capabilities. The web-based system provides a workflow dashboard that allows side by side comparisons and post funding reporting. Additionally, Grant Analyst.com, LLC has experience in

streamlining the grants management program by reducing the labor hours and paper used in successful grant review processes. Lastly, other benefits include multi-lingual translations, a customizable application system, powerful administrative tools, and customizable review process.

Several District agencies currently utilize Grant Analyst.com, LLC grant application tool.

Due to the District's request for these services, presently, there is only one company that provides the services needed by the District. Failure to allow the proposed contractor to provide the requested services will indefinitely delay the launch of the project which will allow the public to submit applications in response to the District's RFA.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Victor L. Hoskins, Deputy Mayor

6. CERTIFICATION AND DETERMINATION 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.

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