

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: Organizational Infrastructure Improvement Project
Contractors: Sivic Solutions Group, LLC
Contract No.: DCRL-2012-C-0047

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04 and 27 DCMR §§ 1304 and 1702

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (the District), has the following minimum need:

The District has a continual need for the services of a contractor to provide integral assistance to the infrastructure of the CFSA's federal revenue operations, including continual training of CFSA staff and provider staff, completing cost allocation plan amendments, third party billing processing and training for Target Case Management, and IV-E claiming system improvement, particularly administrative claim processing, for the period of March 13, 2014 through March 12, 2015.

3. ESTIMATED FAIR AND REASONABLE COST:

The estimated reasonable cost for providing Organizational Infrastructure Improvement Project \$555,278.24

4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:

The Child and Family Services Agency (CFSA) entered into a contract with the above referenced contractor to develop and implement processes to improve the CFSA's provision, claiming and compliance with Medicaid Health and Behavioral Health services, Targeted Case

Management (TCM), and Title IV-E Foster Care and Adoption Assistance to implement and maintain the District's approved Cost Allocation Plan (CAP) and all facets of a web-based Random Moment Sample (RMS) operation for the District and its subcontractors, assist with the review and revision of the draft TCM and State Plan Amendment (SPA) and to implement candidates for foster care claiming. The District also has an ongoing need to complete to amend the CAP which may involve a negotiation process with the Division of Cost Allocation (DCA), which is critical to both Title IV-E and Medicaid claiming.

The District has a continual need for the services of a contractor to provide integral assistance to the infrastructure of the CFSA's federal revenue operations with minimal mobilization time to ensure the service is provided without any disruption. Therefore, it is in the best interest of the District to proceed with acquiring the services, by exercising the remaining option with the incumbent contractor who has demonstrated sufficient expertise, staffing and the financial soundness over the last few years which are critical to providing said services without disruptions.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Date

Tara Sigamoni
Agency Chief Contracting Officer

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 source 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