

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

**AGENCY:** Child and Family Services Agency  
**CONTRACT NO.:** DCRL-2013-C-0042  
**CAPTION:** Structured Decision Making® (SDM) Assessments  
**CONTRACTOR:** Children's Research Center, Division of Nat'l  
Council on Crime and Delinquency

**FINDINGS**

**1. AUTHORIZATION:**

DC Official Code § 2-354.04, 27 DCMR 1304 and 1700 and 1702

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA) has an immediate need to incorporate option period three. The period of performance is October 1, 2015 to March 31, 2016 to conduct offsite case reading on the use of the new danger and safety assessment. Coaching will be conducted after completion of the case reading so that coaching can incorporate case reading conclusions.

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

\$77,700.00

**4. FACTS WHICH JUSTIFY A CONTRACT MODIFICATION:**

- a. The NCCD Children's Research Center (CRC) has partnered with the District of Columbia Child and Family Services Agency (CFSA) for the last two years in order to upgrade CFSA's Structured Decision Making® system to align with CFSA's new priorities on trauma-informed care and family functioning.
- b. Midway through this year, CFSA asked CRC to make some changes to scheduled deliverables in order to reflect support requested by CFSA around the implementation of their new case plan and family functioning assessment. This memo reflects those changes, leaving the current year total expenses unchanged but moving dollars within deliverables. It also proposes some suggested deliverables for the next fiscal year.
- c. The contractor listed above, Children's Research Center (CRC) is the only entity capable of meeting the District's minimum need during the proposed period of performance. CRC will conduct one week of offsite case reading on the use of the new caregiver strengths and barriers assessment and its integration into the new case plan. CRC personnel will need to be granted remote FACES access to complete this case reading. CRC team will write a memo detailing strengths and challenges of CFSA use of the new caregiver strengths and barriers assessment.

- d. CRC will offer four days of CFSA supervisor small-group coaching six months after implementation of the new caregiver strengths and barriers assessment. Coaching will be conducted after completion of the case readings so that coaching can incorporate case reading conclusions.
- e. The Contractor's work activities shall be completed prior to the expiration dates of March 31, 2016, option period three (3).

It would be in the District's best interest to facilitate the revision/update the continuous quality improvement (CQI) tools and processes for intake and the implementation of the revised tools. The Contractor will create training and coaching plan in coordination with CFSA staff. Failure to do so would negatively impact the District's ability to deliver critical assessments and integrated social work practices.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond Davidson  
Agency Director

**CERTIFICATION BY CONTRACTING OFFICER**

- 6. 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 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 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 Contracting Officer