

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

**CONTRACT NO.:** DCRL-2014-A-0165  
**CAPTION:** Adoption Petition  
**PROPOSED CONTRACTOR:** Woodbourne  
**PROGRAM AGENCY:** DC Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), is seeking a contractor shall provide a foster/adoptive/Home Study and regulatory reviews for Traditional family in the State of Maryland as referred by CFSA under this Contract. The Contractor shall complete all work under this Contract according to the regulatory requirements of the foster/adoptive applicant's local jurisdiction, applicable requirement(s) of Title 29 District of Columbia Municipal Regulation (DCMR) Chapter 60 and as CFSA shall specifically notify in writing. The Contractor shall submit foster/adoptive approval/denial/closure recommendation packets and supporting documentation to the attention of the CFSA Family Licensing Division (FLD) within the time frames outlined in this Contract and not more than one hundred ten (110) calendar days of accepting a foster/adoptive Referral Assignment Packet (RAP) under this Contract.

**3. ESTIMATED REASONABLE PRICE:**

\$80,000.00

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

CFSA client D.J., has a goal of Adoption. CFSA has started visitation with the prospective adoptive family.

The prospective adoptive family is licensed in Baltimore by the Woodbourne Center. A State of Maryland Foster child has been residing in their home for over a year. The families is committed to the Maryland foster child; and, want to continue as the Child's foster parents.

In order for the adoption of the D.C. youth to finalize, this family has to be licensed as an adoptive parent. CFSA does have two contracts for Home Licensing in the State of Maryland. However, since this family is already licensed by the Maryland Woodbourne Center, the State of Maryland has notified CFSA that another provider cannot license the

same family. Therefore, CFSA intends to enter into a sole source contract with the Woodbourne Center.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director  
Child and Family Services Agency

**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 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 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