

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**CONTRACTS AND PROCUREMENT ADMINISTRATION**

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

**CONTRACT NO.:** DCRL-2014-R-0026  
**CAPTION:** Consulting Services  
**PROPOSED CONTRACTOR:** Carmella Anne Mazzotta  
**PROGRAM AGENCY:** 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), has an immediate need for the services of Carmella Anne Mazzottato to provide consulting services for Organizational Capacity Development for the Collaboratives.

**3. ESTIMATED REASONABLE PRICE:**

NTE: \$19,000.00.

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

- (a) The recent changes in the District and the increased demand for a diverse service array require the 5 Collaboratives to expand their resource base and to revisit their current organizational and network structure. The current Collaborative service drive model is ill prepared to address the growing needs of a diverse social, economic and ethnically diverse citizens in the District. Their involvement in the execution of the IV-E Waiver service delivery model requires the assessment and evaluation of their current organizational and staffing model to ensure that it will support the goals and outcomes as set forth in the Waiver Terms and Conditions approved by US Administration for Children and Youth.
- (b) The proposed contractor has extensive history in planning and development of community based organizations and networking structure in an urban setting. She has a track record in working with and developing city-wide partnerships and networking structures in the human

service area. Most recently was the lead for an 11 cities Communities Learning in Partnership effort funded by the Michael and Melinda Gates Foundation. She has extensive knowledge of the Collaborative in the District as she was a key partner in the exploration of the District's need for a community driven model and viable structures which resulted in the current Collaborative structure. As a leader at the D.C. Agenda she was instrumental in the development of a city-wide blueprint which resulted in the development of several community based organizations, and improved the connection between District residents and DC. Government agencies. As a former city administrator in Takoma MD, she is uniquely aware of the need for community based organizations in the delivery of prevention and early intervention services to preserve families, and to maintain a well-functioning city.

- (c) A market survey was not performed, since the contract will utilize an existing local Contractor with extensive knowledge of the collaboratives in the District.

**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

