

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-0077  
CAPTION: System Evaluation Services  
PROPOSED CONTRACTOR: Coordinated Care Services, Inc.  
PROGRAM AGENCY: Child and Family Services Agency

**FINDINGS**

1. **AUTHORIZATION:**

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

2. **MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need for the services of a contractor to evaluate a federal project involving the use of federal funds awarded by the Office of Juvenile Justice and Delinquency Prevention to enhance the existing Family Treatment Court. Under the requirements of the grant-funded enhancement project, CFSA is required to engage a third party to conduct a project evaluation, which shall include a process evaluation and an outcome evaluation.

3. **ESTIMATED REASONABLE PRICE:**

\$33,000.00

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

- (a) The proposed provider, Coordinated Care Services (CCSI), is aware of the services to be provided, and has performed services in this capacity for the District previously. CCSI provides project research and evaluation services to state, county, and local human services agencies throughout the northeastern United States.
- (b) The proposed provider, CCSI, is presently engaged as the system evaluation vendor for three discrete, but coordinated federal grant projects being administered by District agencies within the human services cluster:

DC Department of Mental Health administers the federal Substance Abuse and Mental Health Services Administration (SAMHSA) System of Care (SOC) grant; and,  
CFSA administers the Administration for Children and Families (ACF) Initiative to Improve Access to Needs-Driven, Evidence-Based/Evidence-informed Mental and Behavioral Health Services in Child Welfare (“Trauma” or “Trauma-Informed”) grant, and;  
CFSA administers the District of Columbia’s Title IV-E waiver demonstration project approved by the Administration for Children and Families (ACF) Initiative.

- (c) The proposed provider, CCSI, won the contract to be the SOC/Trauma grant evaluator through an open procurement Request for Proposal (RFP) process. CCSI was the best qualified respondent for an evaluation engagement that is very similar to that which is required of the enhancement project.
- (d) There is a natural alignment of systems evaluation processes and responsibilities across the federal grants and the waiver demonstration, such that engaging a single entity to perform the evaluation for all four projects would maximize District resources, increase process efficiencies, and enhance the validity of evaluation results. Due to their previous involvement CCSI is the only provider who can mobilize immediately to provide this service.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director  
Brenda Donald

**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. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
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 Procurement Officer