

**DETERMINATION AND FINDINGS FOR  
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency  
Caption: Child Interviewing Training  
Contractor: National Children's Advocacy Center (NCAC)  
Contract Number: DCRL-2015-A-0018

**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 the need to obtain the services of a contractor to train CFSA staff on interviewing techniques and to develop and refine interviewing skills.

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

\$15,000.00

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

The NCAC has provided Forensic Interviewing of Children Training since 1999. All information and techniques presented in the trainings are research-based and reflect "best practices" in interviewing. From 1999 to the present, over 5,000 professionals have been trained in Forensic Interviewing of Children both at the NCAC campus and in communities throughout the country and the world.

The NCAC Child Forensic Interview Structure grew out of the curriculum developed through an advisory workgroup, ongoing trainings, and review of the literature and research in 2003. Each component of the model is research based and is reviewed annually for appropriate additions or adaptations, by a panel of practicing experts. The NCAC Forensic Interviewing of Children Training is a nationally recognized program. In a survey conducted by the National Children's Alliance, the NCAC was identified as having trained 52.4% of the interviewers working at Child Advocacy Centers. The NCAC has experience and specialized knowledge that cannot be obtained from other vendors.

**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 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.

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

\_\_\_\_\_  
Date