

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

AGENCY: Department of Human Services (DHS), Family Services Administration

CONTRACT NO.: CW46336

CONTRACTOR: The Community Partnership for the Prevention of Homelessness

CAPTION: Management Oversight for Shelter Programs under the Homeless Services Continuum of Care

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Department of Human Services (DHS), Family Services Administration has a need to continue services with The Community Partnership for the Prevention of Homelessness (TCP) to maintain management oversight for specific services and programs under the Homeless Services Continuum of Care while DHS implements a set of new qualifications that align with the Homeward DC Plan, the Interagency Council on Homelessness Performance and Quality Improvement (PQI) initiative, and standards under the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program. TCP shall provide specific hypothermia shelters, temporary shelters, transitional housing, housing for homeless youth, supportive services for permanent supportive housing and specialty programs/services for homeless single adults and families in the District.

The period of performance will be February 1, 2017 through January 31, 2018.

3. ESTIMATED FAIR AND REASONABLE COST:

The estimated fair and reasonable price to provide the required services for the period of February 1, 2017 through January 31, 2018 is \$18,448,602.00. The prices have been determined fair and reasonable based on current monthly rates paid by the District.

4. FACTS WHICH JUSTIFY SOLE SOURCE:

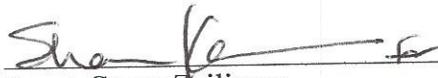
- a.) TCP is the designated Collaborative Applicant for the District of Columbia and is responsible for assembling the District's application to HUD, administering subcontracts, and providing oversight of subgrantees. TCP is also the designated Homeless Management Information System (HMIS) Administrator for the District and is responsible for ensuring all HUD grantees capture client-level data on persons served by programs funded by HUD, as well generating required program-level and system-level reports for HUD. DHS requires all of the providers funded with local resources also to enter client-level data into

HMIS, and DHS works collaboratively with TCP to generate a multitude of reports that help the Department manage its programs.

- b.) A significant amount of local dollars are allocated to community-based organizations and serve as match to the HUD dollars the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act requires a 25 percent match and to fill gaps in our service system. Failure to generate matching funds is a violation of the Federal grant agreement and can result in de-obligation/loss of funds from HUD. In the past, the DHS dollars were allocated through a separate process and were renewed on a separate timeline. To ensure the resources flowing to community-based organizations are better aligned and that we are using the same performance standards to review all providers, the Department plans to align funding with the Federal investments. The same process managed by the ICH Data Performance and Management (DPM) Committee used to review and rank programs for HUD funding will also be used to review and rank programs for funding by DHS. Not only will this change help ensure better alignment of funding streams, greater transparency about how funds are used, and greater competition for resources, but it will also help address a long standing problem related to the timing of when HUD funding makes it to the local level (i.e., providers often have to front resources for a number of months until HUD issues their grant agreements).
- c.) The supplemental DHS funds support the full maintenance of services covered under this contract and are necessary to sustain service delivery to the nearly 10,000 homeless individuals and families experiencing or at risk of homelessness in the District. A market survey was not conducted because we determined that TCP is the only vendor that has been accepted by HUD to enter into a collaborative agreement with DHS. There are approximately 35 facilities and 61 programs that would have to cease operations at the end of the extension period. The inability to fund the new contract would prohibit us from aligning with the Federal process, but worse, it could displace a significant number of individuals and families served in these programs. This result would leave DHS responsible for locating suitable placement for those individuals and families with limited District-owned infrastructure in the current system to do so.

5. **CERTIFICATION BY THE AGENCY HEAD:**

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.



Laura Green Zeilinger
Director
Department of Human Services

12/16/16

Date

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

Wendell O. Atkinson
Chief Contracting Officer
Office of Contracting and Procurement

Date

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 solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices 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.

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

Date