

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency:	Department on Disability Services (DDS)
Proposed Contract No:	DCJM-2015-C-to be determine
Caption:	No Wrong Door Program Consulting and Technical Assistance Cultural/Linguistic Competence and Disability
Contractor:	National Center for Cultural Competence (NCCC)

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Department on Disability Services (DDS) requires the immediate services of a contractor to assist and guide with the work of a cross-system No Wrong Door Leadership Council on culturally and linguistically competent outreach and engagement of people needing Long-Term Supports and Services (LTSS) services and their families, contributing to the design of effective outreach strategies, design of staff training/cross-training, development of strategies for consumer engagement, and creation of effective materials to be used throughout the LTSS system.

These services are part of the planning process for the creation of the three year cross-system plan required by the planning grant “Transforming State Long-Term Supports and Services (LTSS) Access Programs and Functions into A No Wrong Door System for All Populations and All Payers” received from the U.S. Department of Health and Human Services - Administration for Community Living.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price of \$25,000 for the one (1) year period contract is based on the District of Columbia No Wrong Door system approved grant application.

4. FACTS THAT JUSTIFY SOLE SOURCE PROCUREMENT:

The National Center for Cultural Competence (NCCC) is a uniquely qualified organization that provides national leadership, contributes to the body of knowledge and defines best practices for cultural and linguistic competency within systems and organizations. NCCC is a component of the Georgetown University Center for Child and Human Development (GUCCHD). NCCC has substantial knowledge and experience with the District’s health and human services systems and provider network. NCCC’s major emphasis is on translating evidence into policy and practice for programs and personnel concerned with health and human service care delivery, administration, education and advocacy.

NCCC provides training, technical assistance, and consultation; contributes to knowledge through publications and research; creates tools and resources to support health, mental health, disability and other human service care providers and systems; supports leaders to promote and sustain cultural and linguistic competency; and collaborates with an extensive network of private and public entities to advance the implementation of these concepts. NCCC has provided services to local, state, federal, and international governmental agencies, family advocacy and support organizations, local hospitals and health centers, healthcare systems, health plans, mental health systems, universities, quality improvement organizations, national professional associations, and foundations. Additionally, NCCC's on-line training, publications, and products are accessed by tens of thousands of individuals each year.

NCCC efforts for over 15 years have had impact on numerous facets of advancing and sustaining cultural and linguistic competency. Previous and current relevant work includes:

- a) Measuring and assessing cultural and linguistic competency. NCCC has created self-assessment tools, instruments, and processes for organizations and individuals to identify their strengths and challenges in implementing cultural and linguistic competency. Measures address both practice and policy that are the foundation for cultural and linguistic competency. NCCC works closely with organizations that seek its help in self-assessment and has worked with local health centers, foundations, and national organizations to tailor tools, processes, and the foci of cultural and linguistic competency self-assessment.
- b) Contributing to the body of knowledge. NCCC identifies and shares promising practices for implementing cultural and linguistic competency within the health and mental health fields.
- c) Training and staff development. NCCC provides customized on-site training and professional development to diverse audiences, and assists other U.S. and international organizations to develop their own customized training materials and processes. Additionally, NCCC has developed a series of modules that can be used to infuse content on cultural and linguistic competency into existing courses and curricula, and has created on-line learning experiences, including continuing medical education for credit.
- d) Enhancing practice. NCCC develops products and training approaches designed to increase the awareness, knowledge, and skills of practitioners and organizations to deliver culturally and linguistically competent services and supports. These include online self-assessment instruments and tools that lead to personalized learning plans; checklists to improve practice settings; guides on planning, implementing, and evaluating cultural and linguistic competency in a variety of settings; and web features that address practice issues.
- e) Enhancing community outreach and engagement.
- f) Impacting policy. NCCC has documented since 1995 that policy is an underdeveloped area of the many cultural competence efforts within health and social services systems, and in education. Their work includes tools that focus on policy, and a process for organizations to conduct a "policy audit" related to cultural and linguistic competency. NCCC also collects examples of policies that advance and sustain cultural and linguistic competency.

NCCC is not debarred or suspended from Federal or District procurements, based on searches of the District Office of Contracting and Procurement (OCP) excluded parties list, System for Award Management (SAM) database, and Office of the Inspector General of the U.S. Department of Health and Human Services database conducted on December 23, 2014.

5. PERFORMANCE:

The period of performance shall be for one (1) year from date of award.

6. CERTIFICATION OF FINDINGS

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



Laura L. Nuss, DDS Director



Date

DETERMINATION

Based on the findings and certifications set forth, I hereby determine that the sole source method of procurement is justified for the time period stated.

Callie Byrd-Williams, DDS Chief Contracting Officer

Date