

**DETERMINATION AND FINDINGS**  
**FOR**  
**SOLE SOURCE PROCUREMENT**

**Agency:** Department of Behavioral Health  
**Contract Number:** **RM-18-SS-007-BY0-TYM**  
**Caption:** Recovery Housing Services for Women  
**Contractor:** N Street Village, Inc.

**AUTHORITY**

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

**1. MINIMUM NEED**

The Office of Contracting and Procurement on the behalf of the Department of Behavioral Health (DBH), Office of Forensic Services Division requires a contract with a Community Provider who shall provide Recovery Housing to women with mental illness and co-occurring substance abuse disorders. These individuals are either being diverted from the criminal justice system, are being released from incarceration or in need of such housing, who meet eligibility criteria established by DBH.

N Street Village, Inc. is currently providing the required services and has an existing record of satisfactorily meeting the needs of the Consumers placed in these facilities. The need for this service continues to exist as DBH evaluates the existing array of residential and prison diversion services.

**2. FAIR AND REASONABLE PRICE:**

- (a) The total cost for these services shall support the salaries and fringe benefits of a team of mental health professional and credentialed staff who comprise the Treatment Team. The price includes supplying transportation required to provide services, operating cost for an office as well as cost incurred in the connection with the operation of this Jail Diversion program. The rates and annual cost when compared to rates and annual costs of a vendor providing services of a similar nature are comparable in the market.
- (b) The rates, slots and annual cost paid to the Contractor is Not To Exceed \$214,000.00 for services for up to three (3) Consumers. The unit price is \$587.10 per day.

**3. FACTS SUPPORTING SOURCE SELECTION:**

- (a) The DBH, Office of Forensic Services Division requires Recovery Housing Services for homeless women with mental health illness and co-occurring substance abuse disorders to divert them from involvement in the criminal justice system during FY 2018 as a Sole Source Contract for one year.
- (b) The Contractor, N Street Village, Inc., is qualified and capable of providing the necessary recovery housing services for the intended authorized DBH population for 12 months under a fixed price.
- (c) Contractor has the necessary experience, technical capability, financial resources and capacity to meet the DBH requirements for 12 months.
- (d) A Sole Source Contract will allow DBH to service current Consumers while continuing to evaluate the existing residential service programs to ensure that it addresses current service capacity, need and gaps; develop agency requirements for a future competitive procurement process for recovery housing and to also evaluate existing related housing services for priority populations.
- (e) The DBH evaluation of residential housing services shall capture data which is key to developing milestones and metrics for mental health specialty housing programs. The evaluation activities shall include but not be limited to the following:
  - 1) support the DBH in This evaluation shall include but not be limited to:
  - 2) Review of the Policies and Procedures governing these programs (Chapter 38 DCMR) in collaboration with the DBH's Licensure Division.
  - 3) Review of the most recent procurements for similar or related services
  - 4) Review of the Criteria for Services
  - 5) Review of the Assessment Tools that qualify Consumers for these programs (i.e., Determination of level of need)
  - 6) Review of the Clinical Supports provided by DBH certified Core Service Agencies
  - 7) Review of DBH certified Provider Programs including staffing and training processes
  - 8) Review of priority populations including barriers to Community Placement for Consumers within specialty mental health setting
  - 9) Review of Residential Service array for accessibility and appropriateness
  - 10) Review of Residential capacity in relation to service needs
  - 11) Review of system strengths and system gaps
- (f) The findings and recommendations from the evaluation of Residential Services shall allow DBH to identify services to be put in place that are most responsive to the needs of the Consumers.
- (g) The current contract with N Street Village, Inc. shall expire on September 30, 2017 and DBH has a need to continue these services for homeless women with mental illness and co-occurring disorders in accordance with the requirement of the Dixon Court Order.

- (h) The evaluation of Residential Services and a implementation plan for any new or modified program requires adequate planning from all stake holders and the sole source contract will be a bridge procurement so critical activities can be completed.
- (i) A Consumer should not be abruptly transferred from one Provider to another as it is inhumane and clinically inappropriate.

## **CERTIFICATION OF DETERMINATION AND FINDINGS**

### **4. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Dr. Tanya Royster, Agency Director  
Department of Behavioral Health

\_\_\_\_\_  
Date

### **5. CERTIFICATION BY CONTRACT SPECIALIST**

I hereby certify that the above findings are true and correct to the best of my knowledge. Further, I certify that the notice on intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
Tonya Mills  
Contract Specialist

\_\_\_\_\_  
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 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.

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Margaret T. Desper, CPPB  
Contracting Officer  
Office of Contracting and Procurement

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Date