

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: Department on Disability Services
Requisition No.: RQXXXXXX
Caption: Residential Habilitation Services
Contractor: Innisfree Incorporated

FINDINGS

1. Authorization:

D.C. Official Code §2-354.04; 27 DCMR 1700.2

2. Minimum Need:

The Department on Disability Services (“DDS”) has a need to continue to provide residential and other applicable services for Ms. Elizabeth A. Griffin during FY16 pursuant to the Agreement made between Pamela Wintle (Co-Guardian), Henry Griffin (Co-Guardian) and the District of Columbia dated June 30, 2011.

3. Estimated Fair and Reasonable Price:

The estimated fair and reasonable price is \$3,453.00 per month or \$41,436.00 annually.

4. Facts That Justify Sole Source Procurement:

- A. Innisfree Village is a unique residential placement unavailable from a Medicaid-eligible provider which has been deemed by the District to be a cost-effective alternative to a Medicaid-eligible placement for Ms. Griffin in accordance with her person-centered needs as outlined in her most current ISP as agreed to by her inter-disciplinary team and circle of support.
- B. Ms. Elizabeth A. Griffin has been a resident of Innisfree continuously since July 1, 2011.
- C. A notice of intent to award a sole source contract was posted to the OCP website, www.ocp.dc.gov on June 17, 2016. No responses or objections were received within the ten-day period or to this date.

5. Payment Terms According to Settlement Agreement Dated June 30, 2011

Ms. Griffin, by and through her permanent general co-guardians, and Ms. Griffin's parents, jointly and severally agree to make monthly payment to the District by check made payable to the District of Columbia Treasurer of Ms. Griffin's total SSI payments, less an amount equal to her monthly negotiated personal needs allowance comprised of the annual out-of-pocket expenses calculated by the permanent general co-guardians. This monthly payment shall be payable on or before the tenth calendar day of the month for which payment is made, and shall be sent to DDS/DDA. The monthly payment due shall be in the amount of Four Hundred Ninety-Nine Dollars and No Cents (\$499.00), The parties understand and agree that the annual out-of-pocket expenses calculated by the permanent general co-guardians may be revisited and the amount of Ms. Griffin's personal needs allowance re-negotiated prospectively on an annual basis based on actual out-of-pocket expenses for the previous year, but that no retroactive payments for such costs shall be made.

Certification of Findings

I have reviewed the above findings and certify that they are true, accurate, and sufficient to justify the use of the sole source method of procurement under the cited statutory authority. I recommend and authorize the use of the sole source procurement method for this proposed contract.

Andrew Reese, Interim Director
Department on Disability Services

Date

DETERMINATION

Based on the above findings and in accordance with the above-stated authority, I hereby determine that the Department on Disability Services is justified in awarding sole source contract **DCJM-2016-S-0027** to the Innisfree as described above Innisfree Incorporated.

Marsha Robinson
Acting Chief Contracting Officer

Date