

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

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

CONTRACT NO: CFSA-09-C-0032
CAPTION: Shuttle Transportation Services
PROPOSED CONTRACTOR: RHG Group, Inc.
PROGRAM AGENCY: Child and Family Services Agency (CFSA)

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

CFSA needs a contractor to provide Shuttle Transportation Services to accommodate the CFSA staff who require round-trip and/or one-way transportation services to and from CFSA offices, to the court house and CFSA designated off-site parking facility to CFSA offices.

CFSA is currently in the final option year of a contract for the provision of shuttle transportation services.

The contract is scheduled to expire on September 30, 2011. A three month contract extension is required to ensure the continuation of critical services while CFSA's Contracts and Procurement Administration staff completes contract award for the replacement contract.

3. ESTIMATED REASONABLE COST:

\$57,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. CFSA is the public child welfare agency in the District of Columbia responsible for protecting child victims and those at risk of abuse and neglect and assisting their families. The Shuttle Transportation Services transports social workers and attorneys to the Family Court Building to conduct hearings about the dispositions of the cases involving children and families in the District. Because of limited resources, the CFSA contracts for the provision of shuttle transportation services.

- B. The current contract for these services with RHG Group, Inc. will expire on September 30, 2011. A three month contract extension is required to ensure continuation of critical services while the CFSA's Contracts and Procurement Administration (CPA) staff solicit for vendors who have are certified small by the Department of Small and Local Business Development.
- C. Bids for the replacement contract open on September 27, 2011. The CPA anticipates award of the new contract by November 1, 2011. However, we are requesting a three month extension to prevent a disruption in service, if we were unable to award by November 1, 2011.
- D. Approval of this modification will enable CFSA to continue to fulfill its programmatic mandate to protect children and youth from abuse and neglect.
- E. The current contractor, RHG Group, Inc., has satisfactorily provided shuttle transportation services under this contract since 2009.
- G. The contractor will continue to invoice the District for services provided using option year two prices that were negotiated and determined to be fair and reasonable prior to award of the option period of the contract.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Interim Director
Debra-Porchia Usher

CERTIFICATION BY CONTRACTING OFFICER

- 6. 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.

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 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.

Date

Tara Sigamoni
Chief Procurement Officer