

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



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

**CONTRACT NO:** RQ777822  
**CAPTION:** Credential Software Support Renewal  
**PROPOSED CONTRACTOR:** Intelligent Decision, Inc  
**PROGRAM AGENCY:** DC Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

27 DCMR 1702

**2. MINIMUM NEED:**

The Child and Family Services Agency has need of an IT provider to maintain and support its current IT structure. This will allow the Agency to be able to respond to the needs of children and families as well as our internal staff to effectively perform their jobs.

**3. ESTIMATED REASONABLE PRICE:**

\$10,196.81

**4. FACTS THAT JUSTIFY SOLE SOURCE PROCUREMENT:**

Clients of CFSA are entered in FACES, which is the federally approved SACWIS. Therefore, in the interest of meeting the ongoing requirements this contractor shall provide Standard Software Support and Maintenance during specified term for: Qty 1 CMG Enterprise Edition Server and Qty 500 CMG Shied License (per device). This vendor currently holds the license for the system in place and possesses the unique and singularly available capability deemed essential to meet CFSA's important services to promote the safety and well-being of children and families and to protect children against abuse or neglect in the District.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, [Insert Agency]

**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 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency 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 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Contracting Officer