

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



CONTRACTS AND PROCUREMENT ADMINISTRATION

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

**REQUISITION NO.:** RQ RQ841905  
**CAPTION:** Food cards for Children and Family  
**PROPOSED CONTRACTOR:** Safeway Inc.  
**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need:

- (a) The Government of the District of Columbia, Child and Family Services Agency (CFSA) has a need to provide gift cards to wards and families of Washington, DC.
- (b) CFSA has an urgent need for the gift cards in order to assist CFSA youth that have an emergency need for household or personal items.

**3. ESTIMATED REASONABLE PRICE:**

\$20,000 is the requested denominations for the gift cards are:  
1,200 gift cards for \$10.00 each =12,000.00  
400 gift cards for \$20.00 each =8,000.00

4. **FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

(a) Safeway is one of the food mart stores that the clients can be more privileged to use than others. It would be more access as far as locations. There are 20 Safeway stores located throughout Washington, D.C. opposed to Giant stores. Safeway stores are located in the areas where CFSA clients reside and as such can be reached easily by private vehicle, walking distance or public transportation within their immediate area wards they live in.

5. **CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director

**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 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

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