

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



CONTRACTS AND PROCUREMENT ADMINISTRATION

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

**CAPTION:** Caring For Our Own Training Material  
**PROPOSED CONTRACTOR:** Children's Alliance of Kansas  
**PROGRAM AGENCY:** Child and Family Services Agency  
**REQUISITION NO.:** RQ-852515

**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), is seeking to purchase "Caring for Our Own" Certified Training Materials to be utilized in training our kinship foster parents modeling the Caring for Our Own curriculum.

**3. ESTIMATED REASONABLE PRICE:**

\$11,435.05

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

The proposed contractor is the only entity capable of meeting the District's minimum needs.

A. The Children's Alliance is a non-profit organization that provides training, consultation and networking and educational resources to Child Welfare agencies across the nation and internationally. The Children's Alliance is the sole proprietor of Caring for Our Own program and owns the rights to any of the information that is upgraded in the training curriculum. Caring for Our Own program is currently the pre-service training curriculum for the District of Columbia Child and Family Services Agency. The National Network meets regularly to review and ensure that the programs are current in practice and meet the needs of the agencies that use their tools and resources.

These training tools and materials include:

- Trauma Informed Leader Training – This training explains the process of becoming a foster or adoptive parent and the legal foundation for child welfare services.

- Partnering for Safety and Permanence - Model Approaches to Partnership in Parenting Programs • Trauma Informed PS-MAPP Leader Training •Caring for Our Own •In-Service Series.

- Preparation for Group Preparation and Selection process - After the first consultation, candidates are able to identify the learning design for Leader Caring for Our Own program development provided in the PS-MAPP Trainer’s Guide; identify the learning design for parent development provided in the PS-MAPP Leader’s Guide; and identify personal expectations.

B. The last update for PS-MAPP for the District of Columbia was in 2003. D.C. seeks to upgrade the pre-service training to its 2014 version and supplement the training with other curriculums that are adjunctive to Caring For Our Own.

C. In 2009, The Children’s Alliance of Kansas purchased all copyrights to the material and programand intellectual properties for the Caring for Our Own program from the Child Welfare Institute.

D. In 2011, Children’s Alliance partnered with Zelma Smith, original author, and updated the program by integrating trauma informed research and language as well as incorporating the latest legislation on kinship care and services.

**CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

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

**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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
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 Section 402 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-354.02). I further find that the contractor listed above is the only sole source that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Chief Contracting Officer