

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



CONTRACTS AND PROCUREMENT ADMINISTRATION

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

**CONTRACT NO.:** DCRL-2018-C-0037

**CAPTION:** Bilingual Therapy Services for CFSA Clients – Exercise of Option Year One

**PROPOSED CONTRACTOR:** Creative Ways Therapy

**PROGRAM AGENCY:** Child and Family Services Agency

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

**2. MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), is seeking to continue the utilization of the services of Creative Ways Therapy to provide individual mental health therapy services for a CFSA clients. The therapy shall be conducted in Spanish and the therapist shall be a licensed trauma informed mental health clinician (LICSW, LPC, etc.). The vendor will be required to submit a monthly summary of the client's progress in therapy to include, but not limited to, measurable treatment goals, progress towards treatment goals, barriers to treatment and any additional clinical recommendations if applicable. The assigned therapist will be required to participate (by phone or in person) in treatment or permanency team meetings at the request of the CFSA social work team when appropriate.

**3. ESTIMATED REASONABLE PRICE:**

\$15,000.00

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

- (a) The contractor listed above, Creative Ways Therapy is currently providing services for CFSA clients as part of the permanency process.

- (b) It will be clinically inappropriate to disrupt progress at this time as it may hinder or slow the permanency process for these clients

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Minor-Smith  
Contract Specialist

**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.

\_\_\_\_\_  
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