

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

**Contract No:** CW26721  
**Caption:** Non-emergency Transportation Services  
**Proposed Contractor:** Medical Transportation Management, Inc.  
**Program Agency:** Department of Health Care Finance

**FINDINGS**

**1. Authorization:**

D.C. Official Code §2-354.04, 27 DCMR 1304.1 and 1701, 2005.6(b)

**2. Minimum Need:**

The Department of Health Care Finance has a continuing need for a Contractor (Broker) to manage and administer the District's Non-Emergency Transportation (NET) Services for the District's Medicaid Eligible fee-for-service (FFS) Recipients. The Contractor (Broker) shall develop and maintain a network of transportation providers, receive and schedule recipients' transportation services, and monitor the delivery of transportation services.

**3. Estimated Reasonable Cost:**

The independent government estimate to have the current incumbent MTM Inc. to provide services is \$11,873,748.00 for the Period of Performance March 15, 2014 through September 14, 2014.

**4. Facts Which Justify Sole Source Procurement:**

The incumbent Contractor, Medical Transportation Management, Inc. has been providing the Non-Emergency Transportation Services (NET) for the District's Medicaid Eligible fee-for-service (FFS) Recipients. The additional services provided by the Contractor (Broker) include establishing a dedicated system to manage and administer the NET for the District's Department of Disability Services (DDS) Mentally Retarded Developmentally Delayed (MRDD) population. The total number of the District's eligible FFS Recipients range each month between 35,000 and 50,000.

This service is provided for the District's vulnerable population and it is critical that the service continues to be provided to avoid any hardships for these recipients. The Contractor shall be responsible for the management and administration of the program to include:

- Negotiate and establish Transportation Provider Service Agreement (TPSA) with existing Transportation providers.
- Operate a Centralize Call Center to receive and process transportation requests.
- Serve as the Gatekeeper of transportation service requests.
- Determine the most appropriate mode of transportation.
- Monitor the overall deliver of transportation services including vehicle requirements.
- Maintain quality assurance plan.
- Obtain and provide valuable Encounter Data and other reporting requirements.
- Provide claims payments and administration for transportation providers.

It is imperative that transportation services continue to be provided to the District’s Medicaid recipients to attend medical appointments as mandated under Federal law. To avoid disruption of this essential service, the District has determined it is in its best interest to enter into a Sole Source Contract with Medical Transportation Management, Inc. to continue providing transportation services as defined under the original contractual agreement. All mandatory terms and conditions shall be enforced and remain the same.

The new Request for Proposals is currently under review and OCP anticipates posting once a legal sufficiency is obtained from OAG. Due to time constraint, it is not feasible to conduct a competitive procurement and award a contract prior to the expiration date of the current contract. The Sole Source award ensures continuation of service while OCP finalizes the new Request for Proposal for posting on OCP’s E-Sourcing for a competitive bidding process, awards a multi-year contract based upon approval by the District’s Council.

Based on the Contract Administrator’s performance evaluation of the company, Medical Transportation Management, Inc. has satisfactorily provided the required services.

**5. Certification by Agency Head:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne Turnage,  
Director

6. **Certification by the 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. The notice on intent to award a sole source contract was posted on OCP website on January 31, 2014 and no responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Callie Byrd-Williams  
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 D.C. Official Code § 2-354.04 Sec (a)(b)(c), DCMR 1700 and D.C. Law 18-371. Accordingly, I determine that the District is justified in using the Sole Source Method of Procurement. In addition it is determined that this method is in the best interest of the District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James D. Staton, Jr.  
Chief Procurement Officer