DETERMINATION AND FINDINGS FOR

A SOLE SOURCE CONTRACT

**CONTRACT NO.:** DCRL-2019-R-0055

**CAPTION**: Foster/adoption/kinship Home Studies Services

**PROPOSED CONTRACTOR:** Seraaj Family Homes, Inc.

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

**FINDINGS**

1. **AUTHORIZATION:**

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

1. **MINIMUM NEED:**
2. The District of Columbia, Child and Family Services Agency (CFSA or the Agency) has a minimum need to provide Foster/adoption/kinship Home for youths under the care of CFSA to be placed in the licensed home of the Aunt. The anticipated period of performance shall be from April 22, 2020 through April 21, 2021 to ensure the family remain unified. The Contractor shall provide these youth an opportunity to live in the community with family and learn and practice skills in preparation for successful adult independence, and that there is a need to continue to service the youth under their care.

**3. ESTIMATED REASONABLE PRICE**: $30,584.00

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

The District of Columbia, Child and Family Services Agency is procuring foster/adoption/kinship Home Studies services. The services allows the home of the Aunt to be licensed under this contract. The Contractor shall complete all work under this Contract according to the regulatory requirements of the foster/adoptive/kinship applicant’s local jurisdiction, applicable requirement(s) of Title 29 District of Columbia Municipal Regulation (DCMR) Chapter 60 and as CFSA shall specifically notify in writing. The Contractor shall submit foster/adoption/kinship approval/denial/closure recommendation packets and supporting documentation to the attention of the Placement and Foster Family Support Services Administration’s Program Manager and/or the CA within the time frames outlined in this Contract and not more than one hundred ten (110) calendar days of accepting a foster/ adoptive/ kinship Referral Assignment Packet (RAP) under this Contract.

a) The District has a continuing need for the services covered under this proposed contract.

b) The District has a continuing need for the contractual capacity offered under this proposed contract.

c) To move the youth serviced under this requirement would disrupt their clinical progress, create undue strain, and possibly cause the District to violate the guidelines of the Adoption and Safe Families Act of 1997 and the LaShawn A. v. Fenty Modified Final Order and Implementation Plan.

d) Seraaj Family Homes offers services under the proposed contract that are difficult to procure in the District of Columbia.

e) Seraaj Family Homes has offered these services for a number of years and accordingly, has developed a level of expertise.

f) Seraaj Family Homes has met all Federal and District requirements in providing these services.

g) Seraaj Family Homes has the availability to offer these services immediately.

h) Seraaj Family Homes is the only source that can meet the minimum need of the District by providing continuing services to youth being placed under this contract.so as to not disrupt their clinical progress. Failure to do so would negatively impact the District’s ability to deliver Foster/adoption/kinship families in the State of Maryland

**5. CERTIFICATION BY AGENCY HEAD:**

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

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Date Brenda Donald

Director

Child and Family Services Agency

**CERTIFICATION BY CONTRACTING OFFICER**

1. 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.

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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.

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Date Tara Sigamoni Agency Chief Contracting Officer