

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



CONTRACTS AND PROCUREMENT ADMINISTRATION

**DETERMINATION AND FINDINGS**  
for  
**SINGLE AVAILABLE SOURCE PROCUREMENT**

**Agency:** Child and Family Services Agency  
**Caption:** Organizational Infrastructure Improvement Project  
**Contractors:** Sivic Solutions Group, LLC  
**Contract No.:** DCRL-2012-C-0047

**FINDINGS**

**1. AUTHORIZATION:**

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

**2. MINIMUM NEED:**

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

- (a) The District has a continual need for the services of a contractor to assist the agency with the approval and continued implementation of the District's Amended Cost Allocation Plan (CAP); operation of all facets of the automated, web-based Random Moment Sample (RMS) for the agency and its identified subcontractors; continued implementation of the Targeted Case Management (TCM) State Plan Amendment (SPA); assist with the implementation of candidate for foster care claiming, and assist with the continued research, design and implementation of a comprehensive medical Behavioral Health services strategy, for the period of March 13, 2012 through March 12, 2013.

**3. ESTIMATED FAIR AND REASONABLE COST:**

The estimated reasonable cost for providing Organizational Infrastructure Improvement Project \$ 380,000.00.

**4. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:**

On September 30, 2009, CFSA's Contracts and Procurement Administration (the District), on behalf of the Business Services Administration (BSA), issued a Request for Proposal (RFP); three proposals were received in response to the request and an award was executed on March 3, 2010, to develop and implement processes to improve the CFSA's provision, claiming and compliance with Medicaid Health and Behavioral Health services, Target Case Management (TCM), and Title IV-E Foster Care and Adoption Assistance, implement the District's Amended Cost Allocation Plan (CAP) and all facets of the Random Moment Sample (RMS) for the District and subcontractors. And to provide proposal for both manual (paper) and web-based/electronic method for the District social worker RMS, review and revision of the draft TCM and State Plan Amendment (SPA) and to implement candidates for foster care claiming. The District also has an ongoing need to complete the negotiation process with the Division of Cost Allocation (DCA) in anticipation of CAP approval, which is critical to both Title IV-E and Medicaid claiming.

Therefore, the District requires the services of a contractor to provide all of the necessary support to ensure full implementation and operation of the CAP and RMS, which is critical to ensure no interruption in federal claiming and associated payments to the District. The RMS system must remain fully operational without interruption.

In order to achieve this objective, the District requires the services of a contractor with minimal mobilization time to ensure the service is provided without any disruption. Therefore, it is in the best interest of the District to proceed with acquiring the services of the incumbent contractor who has demonstrated sufficient expertise, staffing and the financial soundness over the last few years which are necessary to provide said services with out disruptions.

**5. CERTIFICATION BY AGENCY HEAD:**

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

\_\_\_\_\_  
Date

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

**6. CONTRACTING OFFICER CERTIFICATION:**

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 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 available 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  
Agency Chief Contracting Officer