

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Agency:** Department of Human Resources (DCHR)  
**Solicitation Number:** DCBE-2014-R-0160  
**Caption:** Certified Public Manager Program  
**Contractor:** The George Washington University, Center for Excellence in Public Leadership

**FINDINGS**

**1. Authorization:**

27 DCMR 1304, 1700, 1701, and D. C. Official Code §2-2-354.05(a) (1)

**2. Minimum Need:**

The District of Columbia Government (District), Office of Contracting and Procurement (OCP), on behalf of the Department of Human Resources (DCHR), Center for Learning and Development (CDL) seeks to engage the services of George Washington University (GWU), Center for Excellence in Public Leadership (CEPL) to provide leadership and management training for mid-level and senior level District managers through the Certified Public Manager (CPM) Program.

The Contractor must have experience in delivering Certified Public Manager curricula and programs which meet the accreditation criteria established by the National Certified Public Manager® Consortium. The Contractor must also have knowledge of the District's structure to shape curriculum to it as well as include general and universal leadership skills.

**3. Estimated Reasonable Cost:**

The approximate contract value is \$200,000.00.

**4. Facts Which Justify a Sole Source Contract:**

The District's Certified Public Manager's Program (CPM) is a nationally accredited program through The National Certified Public Manager® Consortium. DCHR in partnership with George Washington University administers a one year program for DC Government mid-level leaders to build and strengthen their leadership skills with tools and strategies, in accordance with the accreditation standards outlined in the by-laws of The National Certified Public Manager® Consortium. The DC Government Human Resources Department is an active member of the Consortium and maintains its

membership as well as ensures the program curriculum and experiences are in alignment with The National Certified Public Manager® Consortium standards.

The District's CPM Program was uniquely designed in partnership with George Washington University to incorporate lean six sigma green belt certification and other public management standards that meet the accreditation requirements of the Consortium. Currently, the District's CPM Program is in the midst of the reaccreditation process with The National Certified Public Manager® Consortium which occurs every five years. The comprehensive documentation of the District's CPM program has been submitted to the reaccreditation committee at the Consortium and onsite visits have been scheduled for the week of July 7th. Our University Partner is integral in the accreditation process and in maintaining the national standards and requirements of the District's CPM Program. Choosing another institution at this time to provide the program would jeopardize accreditation.

DCHR and the GWU's Center for Excellence in Public Leadership (CEPL) has successfully facilitated the District's CPM Program since 1997 and jointly own and share the data and the curriculum design; and both are instrumental in the accreditation process for the District's CPM Program. The GWU, CEPL has the structural and functional framework required to successfully meet the accreditation criteria established by the National Certified Manager® Consortium.

Finally, a new CPM cohort is scheduled to start at the onset of FY15, under the nationally accredited program that is administered by George Washington University. Due to the nationally accredited status of the District's program, the standards are rigorous and require a partner with specific expertise for maintaining national accreditation. Upon anticipation of receiving our reaccreditation in September 2014 at the annual meeting of The National Certified Public Manager® Consortium, we do not want to jeopardize our status with the Consortium nor the national accreditation of the District's CPM Program with the potential of a new partner who would develop and administer a program not accredited by the Consortium.

Based on the information presented above, it is in the best interest of the District to award a sole source contract to GWU, CEPL for the CPM program to ensure continuity of services and to continue to receive accreditation from the consortium.

**5. Certification by the Agency Director**

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

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Shawn Y. Stokes  
Director  
Department of Human Resources

**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. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

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Yvette Henry  
Contracting Officer  
Office of Contracting and Procurement

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Date

**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 either Section 402 or 403 of the District of Columbia Procurement Practices 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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James D. Staton, Jr.  
Chief Procurement Officer  
Office of Contracting and Procurement

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Date