

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

CONTRACT NO: RQ762312-V2
CAPTION: TANF Redesign Consultant Services
PROPOSED CONTRACTOR: Sooraji Balgobin
PROGRAM AGENCY: Department of Human Services

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The District of Columbia (District), Department of Human Services (DHS) has a need for a Consultant to provide project management, program design and implementation services in support of the redesign of the Temporary Assistance for Needy Families (TANF) Program.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services is not to exceed \$75,000.00. The not-to-exceed price is based on the negotiated rate of \$150 per hour and DHS's estimated hours of work as approximately 500. The rate has been determined as fair and reasonable based on historical data.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

a) The Council of the District of Columbia (Council) mandated in the Fiscal Year 2011 Supplemental Budget Support Act of 2010, D.C. Law 18-0370 that DHS implement a 60-month time limit for TANF cash assistance to needy families and in Fiscal Year 2012 Budget Support Act of 2011 the Council mandated that benefits for those families be phased out. As a result, TANF families will receive a decrease in benefits if they have received TANF cash benefits for more than 60 months. The first phase was a 20% reduction in cash assistance that affected 6,500 families and will continue to affect an additional 70 families each month.

Fiscal Year 2011 Supplemental Budget Support Act of 2010, D.C. Law 18-0370 further required the Mayor of the District of Columbia, by no later than September 30, 2011, have adopted and fully implemented a TANF Universal Service Delivery Model. This TANF Program, redesigned model, is mandated to assist families that lose cash assistance. The TANF Program redesign will also facilitate federal work participation requirements under the TANF Block Grant

and the Mayor's economic development strategy to meet a 50% work participation rate.

- b) To meet the required implementation date, TANF providers for the new TANF Program model have been procured through the Office of Contracting and Procurement (OCP) with an effective date of January 27, 2012.

However, further deliverables are needed to implement the redesigned TANF Program, such as the following service deliverables, which must be completed by September 30, 2012:

1. Integrate barrier remediation services for those impacted by mental health, learning disabilities and domestic violence.
 2. Begin conducting orientation and assessment for 60+ month TANF customers at DHS location
 3. Orientation and assessment at DHS location, become conditions of eligibility for all TANF customers recertifying for TANF
 4. Integrate barrier remediation services for those impacted by substance abuse, rehabilitative services need, and ex-offenders
 5. Orientation and Assessment become conditions of eligibility for all TANF Human Care Agreement
 7. Assessment and recalibration of financial model.
 8. Re-issue Request for Qualification for Human Care Agreement
 9. Deployment of CATCH 2.0 that includes core functionality to support complete lifecycle management of TANF customers
 10. Deployment of enhancements to CATCH 2.0 to include reporting capabilities, management of service provider staffing, functionality to manage sanctions and exemptions, PIT reconciliation and dash-boarding/metrics reporting.
 11. Implementation of OWRA v2 and conversion of all assessments from OWRA v1 to OWRA v2
 12. Integration of OWRA v2 and CATCH 2 to enable seamless access to customer assessment through CATCH 2
 13. Implementation of processes to measure and assess service provider performance and linkage to task order re-issuance
- c) Industry consultants with experience in TANF programs, such as MAXIMUS, Public Consulting Group and Cygnet Associates, have expressed a minimum of 90 – 120 days to provide the deliverables requested by DHS. The service delivery timeframe that is available in the market jeopardizes the mandated program implementation date.
 - d) The Contractor has provided services under an existing contract for DHS that commenced the redesign work for the TANF Program. Due to the aforementioned legislative changes, the needed services exceeded the service requirements under the existing contract and calls for specific service needs. The Contractor has been directly involved in redesigning the TANF program for over 12 months and has gained profound institutional knowledge of DHS and District

operations. This experience and knowledge makes the Contractor uniquely qualified and capable to perform the service requirements and provide the deliverables to meet the needs of the District.

- e) The Contractor shall provide the services at a rate of \$150 per hour; invoicing the District only for hours of services rendered.
- f) Project management and service deliverable will be required by DHS beyond this period of performance. Accordingly, DHS will provide OCP a requisition and statement of work for a competitive solicitation for a project manager to manage and provide additional service deliverables for the new TANF Program.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Director, [Insert Agency]

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] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

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 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.

Date

James D. Staton, Jr.
Chief Procurement Officer