

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

CONTRACT NO:

CAPTION: Interstate Bus Transportation – Travelers Aid

PROPOSED CONTRACTOR: Travelers Aid Washington, D.C.

1612 K Street, N.W. Suite 506, Washington, D.C. 20006

**PROGRAM AGENCY: Department of Human Services, Economic Security
Administration, Office of Administrative Support**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27DCMR 1304, 1700, 1701 and 2005.6(b)

2. MINIMUM NEED:

The Department of Human Services (DHS) is seeking a vendor to provide services to indigent individuals and families to return to their home communities.

3. ESTIMATED REASONABLE PRICE:

\$30,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Having helped stranded travelers in Washington since 1913, Travelers Aid is one of the oldest social service agencies in the city. It is an affiliate of Travelers Aid International and has established connections nationwide for assessing the needs of and identifying help for travelers-in-need from all across the country. While other organizations offer casework services to indigent and homeless persons, only Travelers Aid is specifically geared to helping individuals and families travel back home or to other communities where they can obtain the help they need.

Travelers Aid has established a relationship with Greyhound which discounts tickets for its clients by 25 percent, a savings that will be passed on to the District under this purchase order. Travelers Aid staff and volunteers are on site at Union Station and at the major airports to assist stranded travelers. The Union Station location is only seven blocks from the Economic Security Administration's 645 H Street, N.E., Decentralized Service Center.

Failure to approve this vendor will prevent the District from providing these case management services.

5. CERTIFICATION BY AGENCY HEAD:

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

11/2/2015
Date

Anthea Seymour
Anthea Seymour, Administrator
DHS, Economic Security Administration

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. 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

Chief Procurement Officer

INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE PROCUREMENT

1. AUTHORIZATION

D.C. Official Code §2-354.04; There is only one source for the required goods or services. Cite 27 DCMR 1304 and 27 DCMR 1700 and 1701 as applicable.

2. MINIMUM NEED

Describe the program agency's requirement for a stated minimum need (scope of work) and time frame within which work must be performed. List in detail the precise nature and scope of the services or supplies required. The time frame must be justified in detail when sole source justification is time based.

3. ESTIMATED REASONABLE PRICE

The estimated price of the contract (the amount the contractor is anticipated to receive).

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

Indicate the facts which establish that there is only one available source. You **must** include the unique nature of the proposed procurement, the proposed contractor's unique qualifications or any other factors that qualify the proposed contractor as a sole source for the procurement.

You **must** include a description of the market survey or the reason why a market survey was not conducted.

You **must** include a list of the potential sources that you contacted, and if none a discussion of why not. Discuss which potential sources expressed an interest in the procurement and describe their interest and why they were rejected.

5. CERTIFICATION BY AGENCY HEAD

The head of the program agency, by signature, certifies factually the findings.

6. CONTRACTING OFFICER CERTIFICATION

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

7. DETERMINATION

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars (\$5,000).