

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

CAPTION: Case Management Transportation Services
PROPOSED CONTRACTOR: Travelers Aid International
PROGRAM AGENCY: Department of Human Services, Economic Security Administration

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

Thousands of individuals come to the District of Columbia for a variety of impractical reasons, without clear plans, and without resources to house and feed themselves and their children. They may not have the resources to allow them to return home or to move on to another community where family or others may assist them. When their inability to live self-sufficiently in the District becomes apparent they are very likely to turn to The Government of the District of Columbia for assistance. There is a high probability that they will likely to apply to the Income Maintenance Administration for cash, food assistance, and housing.

The District must be prepared to help stranded, indigent individuals and families return to their communities. By providing limited crisis intervention, casework services, and travel expenses to such persons helps divert them from the District's caseload, thus, resulting in thousands of dollars in savings in cash assistance, shelter and hours of staff work.

The purpose of the required purchase order is to establish a vehicle to pay Travelers Aid for short-term casework and travel expenses to enable indigent individuals and families who would otherwise be seeking services from the Income Maintenance Administration or District-funded services for the homeless to return to their home communities.

These services are offered on a limited, case-by-case basis. The services may also be used to provide transportation to permit a TANF recipient to travel to another city to take up permanent employment, or

to assist a TANF recipient in travel required by a domestic violence situation, in specific situations related to TANF rules.

The Period of Performance is October 1, 2012 through September 30, 2013

3. ESTIMATED REASONABLE PRICE:

Travelers Aid receives a 25 percent discount on bus tickets from Greyhound bus lines. All clients will travel by bus unless illness, physical incapacity or another compelling reason requires that they travel by train or air. If other forms of travel are required, Travelers Aid seeks out the lowest cost carrier. The budget for this purchase order has been estimated at \$30,000, to provide services up to an estimated 454 individuals, with a \$69.00 per case fee charged by Travelers Aid and an average estimated cost of \$66.00 for travel. This is a total estimated average cost per individual case of \$135.00. When a “case” is a family, and arrangements can be processed together, the case fee will be applied to the family group, not to each individual. However, since travel costs will also vary considerably, this most conservative estimate of cost per person is preferable.

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’s professional caseworkers are skilled in quickly assessing the indigent status of an individual or family and identifying connections in the home communities to whom they can turn for help upon their return. In addition, 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 Income Maintenance Administration’s 645 H Street, N.E., Decentralized Service Center.

A Case Management Transportation Solicitation was advertised on May 21, 2013 through May 24, 2013 to over sixteen (16) invitees. Only Travelers Aid responded to the bid. A market survey was performed by contacting several of the vendors in the NIGP category and the result was that they could not meet the case management requirements. The Contract Specialist determined that Travelers Aid International is the only contractor who is capable and qualified to provide these critical services with minimal risk to the Districts residents.

Failure to approve this vendor will prevent the District from providing these case management services to the homeless population of the District of Columbia, therefore a sole source approval is necessary to continue the current services.

5. CERTIFICATION BY AGENCY HEAD:

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

6/27/2013

Date



Deborah A. Carroll, 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

Frederick A. Dorsey Jr. CPPB
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

Sheila Mobley
Assistant Director