

**DETERMINATION & FINDINGS
FOR A
SINGLE AVAILABLE SOURCE PROCUREMENT**

Agency: Office on Aging (OoA)
Solicitation No: DCBY-2012-C-0260
Caption: Elderly Meals Services – Homebound Clients
Contractor: Catholic Charities Enterprises

FINDINGS

1. AUTHORIZATION:

Sec. 305(a)(1), D.C. Official Code 2-303.5(a)(1), and 27 DCMR 1702.2

2. MINIMUM NEED:

The Government of the District of Columbia, Office on Aging (OoA) has an immediate need for the current qualified food service contractor, Catholic Charities Enterprises, to provide preparation and delivery of a portion of all daily nutritious meals consisting of hot and cold foods, condiments and general supplies, for eligible homebound elderly clients that resides near congregate sites.

The elderly meals food service program of homebound clients shall be required for the performance period, December 1, 2011 through May 31, 2012, until a new contract(s) can be competitively awarded.

3. ESTIMATED FAIR AND REASONABLE PRICE:

\$673,920.00

4. EXPIRATION DATE

This Single Available Source Determination and Findings will expire on May 31, 2012.

5. FACTS WHICH JUSTIFY A SINGLE AVAILABLE SOURCE PROCUREMENT:

- a. The goal of the District is to solicit and award a long term contract in approximate five months. Due the transition of the agency's administration and procurement directions, there is a need to incorporate major requirement changes and revisions of the statement of work, terms and conditions.
- b. The proposed performance period specified in the short term contract(s) will allow sufficient procurement LEAD time to complete the planning phase, solicitation

process, and other related pre-award activities required to award the new long term contract(s).

- c. Catholic Charities Enterprises shall perform the requirements needed to maintain smooth operation of the food service program for eligible elderly homebound clients of the District. There is no one supplier that can fulfill all requirements to all district wards since the bankruptcy of a previous long-term contractor, Nutrition Inc., in July 2011. Breaking down the food service requirement by numbered Wards and delivery sites is the only way to ensure that this vital service is provided to the elderly program participants without interruption. To ensure continuity of service, achievement of food quality, and to control costs, these contractors shall remain in place until May 31, 2012.
- d. The District requires of Office of Aging to daily nutritious meals to eligible elderly participants.
- e. Public Notice of OCP's intent to award a single available source/sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The posting was submitted to OCP's website on November 16, 2011.

6. CERTIFICATION BY AGENCY DIRECTOR

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

John M. Thompson, Ph.D.
Executive Director

Date

7. CERTIFICATION BY THE CONTRACTING OFFICER:

Public Notice of OCP's intent to award a sole source contract was posted to our website for 10 calendar days pursuant to the requirements of OCP Policy 3000. The posting was submitted to OCP's website on November 16, 2011.

I have reviewed the above findings and certify that they are sufficient to justify the of this sole source contract under the cited authority. I recommend that the Chief Procurement Officer approve this sole source contract.

John R. Dean
Contracting Officer

Date

DETERMINATION

Based on the above findings and in accordance with Sec. 305(a)(1), D.C. Official Code 2-303.5(a)(1), and 27 DCMR 1702.2, I hereby determine that the subject contract may be procured using the single available source method of procurement. . It is further determined that the awards are in the best interest of the Government of the District of Columbia.

James D. Staton, Jr.
Chief Procurement Officer

Date