

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

CONTRACT NO: RQ741314
CAPTION: Professional Services for the Records Office Operations
PROPOSED CONTRACTOR: Paige Ireland
PROGRAM AGENCY: Department of Corrections

FINDINGS

1. AUTHORIZATION:

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

2. MINIMUM NEED:

The Department of corrections has an immediate need to conduct a business audit and assessment to identify risk areas and prioritize required improvements in such areas as records management, systems support, business processes/procedures, and workload management to assure accurate and timely processing of mission critical inmate transactions. Specific attention should be devoted to activities associated with intake, sentence computations and releases. Recommended improvements are to be identified, defined and prioritized for evaluation, selection and approval by the Director. Approved projects are to be implemented as planned and approved. Improving the records management, operations and controls of the D.C. Department of Corrections (DOC) Records Office continues to be a top priority of DOC, especially given the \$12 million settlement in the Bynum case and the recent ruling against the District in the Barnes class action suit.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services is of \$115,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Ms. Paige Ireland has extensive knowledge and experience in the policy, process, Jail and Community Corrections System (JACCS) data, paper-based records and related procedures of the D.C. Department of Corrections (DOC) Records Office. Ms. Ireland is uniquely qualified to support the Records Office scope of work because of her previous work at the D.C. Department of Corrections creating and operating the Federal Billing Unit and administering the Records Office. As a result of these activities, Ms. Ireland has a clear understanding of DOC and a unique combination of skills, knowledge and abilities to support the Records Office. During the course of her previous duties with

DOC, Ms. Ireland established relationships both within DOC and with many federal agencies.

During her tenure at DOC, Ms. Ireland consistently demonstrated an ability to deliver rapid problem identification, quality analysis, identification of viable alternative solutions, rapid implementation of corrective measures, and consistently high performance levels. Knowledge of over-detention lawsuits coupled with the detailed operational knowledge of what can and does go wrong in the Records Office make Ms. Ireland a key resource in identifying and addressing deficiencies identified in the recent federal court decision (Barnes case) and improving operations such that future late release class action lawsuits are unlikely.

Ms. Ireland clearly understands the entire Records Office operations, and how a breakdown in any one area impacts overall operations. In February 2006, DOC turned to Ms. Paige Ireland to take on the responsibility of running the Records Office. In a short period of time, she was able to put the operation back on track, implement various near-term systems and operational improvements, and refine the operational capabilities to improve accountability for problems and errors.

During her tenure in the Records Office, Ms. Ireland was able to obtain detailed management insights, operational, procedural and systems knowledge. Further, she has been instrumental in providing analytic support to several lawsuits regarding the late release of inmates (Barnes et al., Bynum follow-up).

Multiple issues in the Records Office remain. Smooth operation of the Records Office is crucial, management accountability is imperative, workforce performance requirements must be consistently enforced, ongoing backlogs of misdemeanor sentence computations must be reduced or eliminated, and late or erroneous releases which may result in lawsuits and/or threats to public safety must be all but eliminated. The cost of errors is increasing, as witnessed by the \$12.9 million payout on the Bynum case and the yet-to-be-determined payout for the Barnes case. It is essential that operational improvements in the Records Office be identified, implemented and reinforced to reduce the risk of errors and omissions.

This office recommends that Paige Ireland be tasked with the requirements outlined in the Statement of Work. Paige Ireland is uniquely qualified to support the Records Office as it systematically addresses over-detention lawsuits, ongoing operational and systems problems, and assures a stable, productive and efficient operation with clear accountabilities.

5. CERTIFICATION BY AGENCY HEAD:

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

Date

Thomas Faust
Director, Department of Corrections

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

Date

Drakus Wiggins
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