

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

AGENCY: District of Columbia Public Schools
Office of Innovation and Systems Improvement
CAPTION: Data Analysis Special Education Compliance Monitor Services
PROPOSED CONTRACTOR: Samanta Davis (Formerly Samanta Weinstein)
CONTRACT NO.

FINDINGS

1. AUTHORIZATION:

D.C. Code 2-354 and 27 DCMR, Section 1304 and 1702

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS) Office of the Chief Operating Officer – Compliance and Monitoring team (OCCO) is seeking a vendor for specialized compliance monitoring with data analysis capabilities. This department supports DCPS’ goals of empowering faculty, staff, and families to educate the whole child, through the implementation of equitable and high-quality instruction. The District of Columbia Public Schools (DCPS) educates approximately 50,000 students in 117 schools.

3. ESTIMATED COST:

The estimated cost is \$135,258.93 for the proposed base year contract from 10/1/23 through 9/30/24.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Approximately 8,000 of those students receive specialized instruction and related services under the Individuals with Disabilities Education Act (IDEA). The agency’s fiduciary obligations to the federal government and students with disabilities require that DCPS maintain compliance with state mandated regulations as defined by IDEA. Through regular and recurring compliance reviews, systems reporting and management, and cross agency collaboration, the Compliance and Monitoring team seeks to support programmatic development and implementation at the school and student level. DCPS aims to engage an experienced compliance monitor to continue the completion of several predetermined compliance activities for the 2023-2024 school year. The compliance activities are directly tied to outcomes of reports provided by the Office of the State Superintendent of Education (OSSE) that have a direct impact on the agency’s Special Education Annual Determinations Report. OSSE uses a set of metrics that vary from year to year to determine DCPS’ performance. Over the last 5+ years DCPS has not met expectations and has recently moved from “Needs Intervention” to “Needs Assistance” rating. DCPS is striving to achieve a “Meets Requirements” determination as defined by the OSSE, which is incumbent on continued monitoring, data reporting, and cross agency collaboration to make real time changes at the school level. Compliance reviews in the areas of timeliness, Individualized Education Plans (IEPs) and eligibility quality, enrollment, attendance, Medicaid, disciplinary procedures, and qualitative records reviews are necessary for the Department of Specialized Instruction

(DSI) to create targeted technical training plans for school-based staff. This compliance monitor will support with training two full-time replacements for the school year 2023-2024, who will be able to demonstrate the same level of competency and quality as the current contractor. This monitor must possess a keen understanding of IDEA and DCPS policies, regulations, practices and programmatic implementation, along with a commitment towards creating equitable improvements that are in alignment with anti-racist principles and beliefs. The contractor will be scheduled for 1,889 hours.

The vendor has specific compliance qualifications and proven track records to complete the desired projects described above.

Proposed Vendor’s Unique Qualifications:

- The Vendor Qualifications Chart below addresses experience and provides an example of their corporate portfolio:

IDEA Knowledge and Implementation	11 years	Special Education
ADA Knowledge and Implementation	11 years	Special Education
Title II Knowledge and Implementation	3 years	Discrimination in Education
Title IX Knowledge and Implementation	3 years	Discrimination in Education
Title VI Knowledge and Implementation	3 years	Discrimination in Education
Conducting Investigations and Self-Assessments	6 years	Investigation Fundamentals
Compliance Monitoring	6 years	Quality Assurance
Corrective Action Implementation	6 years	Quality Assurance
PowerSchool Utilization	4 years	Database Fundamentals
SEDS Utilization	8 years	Database Fundamentals
Aspen Utilization	4 years	Database Fundamentals
SBT Utilization	4 years	Database Fundamentals
Panorama Utilization	8 years	Database Fundamentals
QuickBase Utilization	4 years	Database Fundamentals
DCPS Policy Knowledge and Implementation	4 years	Policy
OSSE Policy Knowledge and Implementation	4 years	Policy and Special Education
DCMR Policy Knowledge and Implementation	4 years	Policy
Teaching Experience	5 years	Educational Instruction
School Administrator Experience	4 years	Educational Oversight
MS Suite (Excel, Word, PowerPoint)	19 years	Applications

CERTIFICATION BY THE DCPS PROGRAM DIRECTOR:

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

Date: September 11, 2023

 Manager, Fiscal Responsibility and Improvement

CERTIFICATION AND DETERMINATION

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354 and 27 DCMR 1304 and 1702.

Date

Chief Procurement Officer