

**DETERMINATION AND FINDING
FOR A SOURCE PROCUREMENT**

AGENCY, OFFICE: District of Columbia Public Schools, Office of Operations

PROPOSED CONTRACTOR: Perkins Eastman DC

CONTRACT NO. RK 257335

FINDINGS

1. MINIMUM NEED:

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA) on behalf of Office of Operations is seeking a vendor to continue to provide services to complete data compilation and analysis related to the development of the FY25-30 Capital Improvement Plan (CIP), and development of required CIP documents for formal submission.

2. ESTIMATED COST:

\$78,928.75

3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Every year, the DCPS Facilities Team in the Office of Operations researches, assembles, and submits an updated proposal for a five-year Capital Improvement Plan. This exhaustive documentation outlines all proposed Capital spending for the next five fiscal years, and is submitted to the Mayor and DC Council for approval. This critical workstream dictates all other facilities and Capital work done during the associated time period. Milestone dates for this work begin at the start of a Fiscal Year, and so associated work must span from the fourth quarter of FY23 through the first quarter of FY24.

In FY2023, DCPS procured Perkins-Eastman DC to perform data analysis and make recommendations for the CIP submission document. Much of this work has been completed and invoiced, but many of these tasks remain in progress. This sole source procurement is critical to allow for Perkins-Eastman DC to leverage the work they have already performed to complete the still outstanding work on this time-sensitive, critical workstream.

Workstream:

- Based on analysis of previous CIP budget allotments and internal Facilities data, and input from the Department of General Services (DGS), assist with creating a complete prioritized list of both individual and pooled Small Capital Projects to be added to the FY25-30 CIP **(continuation of FY23 workstream)**
- Assist DCPS with the development and review of project budgets for both Small Capital Projects and Modernizations **(continuation of FY23 workstream)**
- Assist DCPS with the development of all required backup documentation for both modernizations and Small Capital Projects to be submitted with the FY25-30 CIP, including the capital workbook, modernization backup pages, and pooled backup pages **(work based on vendor's FY23 workstream)**

- Craft a draft submission story for the FY25-30 CIP, along with a draft deck for the Budget Review Team presentation (**work based on vendor's FY23 workstream**)

4. Vendor Requirements


- Contractor shall demonstrate significant experience working on long-term Capital Planning, familiarity with Facilities Master Plans, and understanding of the District of Columbia budget approvals process
- Contractor shall demonstrate a task-based understanding of the project requirements
- Contractor shall demonstrate strong project management skills to ensure that timelines are followed and met

5. **CERTIFICATION BY THE DCPS PROGRAM**

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

10/05/2023

Date



Ely Ross
Chief, Office of Operations

6. **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 2-354.04 and 27 DCMR 1304 and 1702.

Date

Contracting Officer