

**DETERMINATION AND FINDINGS  
FOR A  
SHORTENED NOTICE PERIOD**

**AGENCY:** District of Columbia Public Schools (DCPS), (ODT)  
**CAPTION:** Students & Staff Devices  
**SOLICITATION NO.:** GAGA-2023-Q-0250

**FINDINGS**

**1. AUTHORIZATION:**

27 DCMR §1302.1

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA), on behalf of the Office of the Data and Technology (ODT) is seeking a contractor to provide specified hardware and related deployment and configuration services to maintain a 1:1 student-to-device ratio in grades 3 through 12, and a 3:1 ratio in grades pre-K through 2 and to ensure all teachers have a functional in-lifecycle computer for the coming school year.

**3. FACTS THAT JUSTIFY SHORTENED NOTICE PERIOD:**

In determining whether it was appropriate to shorten the notice period for the above-referenced solicitation, the following factors were considered:

- (a) The complexity of the procurement. This procurement supplies specified hardware and related deployment and configuration services. Although it seems simple enough, consideration must be given that it is complex when DCPS must ensure the contractor will provide all items, the safety, the insurance, the timing, and the pricing. Immediate start of services all combined to meet this urgent need deemed challenging.
- (b) Subcontracting requirements: This procurement is set aside only; there is no subcontracting requirement.
- (c) Degree of Urgency. The resulting contract must be awarded no later than July 15, 2023, when the contract performance must commence to ensure the devices are delivered before the school opening on August 28, 2023. The Contract must be approved by the City Council before July 15 to award it. The notice period was shortened to avoid delaying the City Council approval.
- (d) The impact of a shortened notice period on the competition. There is a minimal negative impact on competition because 1) it was posted on the DCPS website,

2) it was posted on Washington Informer, and 3) the requirement was directly emailed to the bidders' list of transportation companies

**4. CERTIFICATION BY CONTRACT SPECIALIST:**

I have reviewed the above findings and certify that there is a sufficient competition based on market research conducted on this project. It would be in the best interest of the agency and the District of Columbia Government if a shortened advertisement is done to complete this solicitation. I recommend that the Chief Procurement Officer approve using a shortened advertisement.

6/6/2023

Date

*Gawovi Klouvi*

Contract Specialist

**5. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify they are sufficient to justify the shortened solicitation notice under the cited authority.

6JUN23

Date

*Fatmata Tibbs*

Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is feasible or practical to follow the short advertisement process provided in Sections 1302.1 of the 27 DCMR and that the above findings are true, correct and complete to the best of my knowledge.

6/6/2023

Date

*Brenda Allen*

Signed on behalf of LaVeta Hilton  
For Chief Procurement Officer