



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of Resource Strategy

## **DETERMINATION AND FINDINGS FOR AN EMERGENCY CONTRACT**

**CONTRACT NO:** GAGA-2021-E-0035  
**REQUISITION NO:** RK172635  
**CAPTION:** Title 1 Instructional Services  
**AGENCY:** DCPS, Office Resource Strategy, Federal Programs, and Grants  
**PROPOSED CONTRACTOR:** Performance Management Services, LLC.

### **FINDINGS**

#### **1. AUTHORIZATION:**

D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements)

#### **2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of Resource Strategy, Contracts and Acquisitions Division (OCA), on behalf of the Federal Programs and Grants Division, seeks a vendor to deliver instructional services to at-risk students in grades K through 12. These eligible students are comprised of DC residents that have been identified as deficient in math or reading (ELA). The Contractor must work alongside school administrators, teachers, and parents to enhance at-risk student's academic growth.

Title 1 instructional services will be provided to eligible students, in person, or via distance learning. The service delivery model will depend on the operating status of each school due to COVID-19.

**Timeframe for service:** Instructional services began January 4, 2021 and will conclude April 30, 2021.

**Location of service:** Instruction will be provided to eligible students at twenty-five (25) to twenty-eight

(28) private schools in the District of Columbia or through Google Meets (Classroom) and Zoom distance learning platforms. A list of private schools' contact information and location will be provided to the vendor upon contract award. Since schools remain closed due to COVID-19, students will be notified of the distance learning platform, receive education kits and manipulatives, and devices, as necessary, for instruction.

**Students for service:** The vendor shall provide a hybrid level of in-classroom and virtual instructional services to approximately 500 at-risk students in math and reading (English Language

Arts). DCPS could not award a contract during this period, and the Title 1 Instructional Services are still needed; hence DCPS is awarding this new Emergency Contract from January 4, 2021, thru April 30, 2021.

OCA is preparing to advertise and post the solicitation for competitive procurement. It plans to award a contract for a term of one (1) base year with four one-year option periods by the conclusion of this emergency contract.

**3. ESTIMATED REASONABLE COST:**

DCPS estimated cost for these specific services is **\$588,050.08 (RK 172635)** from **January 04, 2021, to April 30, 2021.**

**4. FACTS THAT JUSTIFY EMERGENCY PROCUREMENT:**

DCPS Federal Programs & Grant Division recommends a continued partnership with Performance Management Services, LLC (PMS) as the vendor has executed this contract for the last five years. They have familiarity with students, school administrators, and families. The prior Contractor already had access to student data and records; securing a different vendor for instructional services (beginning January 4, 2021) would have been difficult, especially since the last solicitation was canceled in the last minutes for some technical errors. Last, a new vendor will require all new teachers to have a mandatory background check completed before interacting with students; all background checks are run through the FBI database, which takes three weeks per applicant. Therefore, it is not feasible to work with a new vendor who would not plan for and execute the requirement given the uncertain nature of school services right now. DCPS needs a vendor with specific experience volleying between the possibility of online services and in-person services. The only vendor with this specific experience is PMS.

Furthermore, it would also cost DCPS more to bring another vendor on board to provide the continued instructional services required rather than working with the existing vendor.

Concurrent to this emergency solicitation, DCPS OCA is diligently focused on issuing the full competitive solicitation and awarding a contract to a responsive, responsible contractor who will provide the most valuable services to students in accordance with all the Federal, State, local, and DCPS laws and regulations.

**5. CERTIFICATION BY PROGRAM:**

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

\_\_\_\_\_  
Eryka Anderson  
Federal Programs &  
Grants Office of  
Resource Strategy

\_\_\_\_\_  
Date

**6. DETERMINATION**

Based upon the authorities, findings and in accordance with D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements), I hereby determine that the proposed emergency procurement is in the best interest of the District of Columbia.

\_\_\_\_\_  
Brenda Allen  
Contracting Officer

\_\_\_\_\_  
Date