

**DETERMINATION AND FINDINGS
FOR
SINGLE AVAILABLE SOURCE**

Agency: District of Columbia Public Schools
Caption: Contract Processing Temporary Services
Contractors: Delorise P. Ragins

FINDINGS

1. AUTHORIZATION:

Sec. 305(a)(1), D.C. Official Code §2-303-.05 and 27 DCMR §1701 and 1702.3(a).

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS) Office of Contract and Acquisition has a need to procure continuation of Temporary Services.

3. ESTIMATED FAIR AND REASONABLE COST:

The estimated fair and reasonable price is \$9,998.00.

4. FACTS WHICH JUSTIFY USE OF THE SINGLE AVAILABLE SOURCE PROCUREMENT PROCEDURES:

OCA requires the continuing temporary staff augmentation services of Delorise P. Ragins; Ms. Ragins is currently working as Contract Specialist within the Office of the Chief Business Officer, Contracts and Acquisition Division. As Ms. Ragins has been already providing temporary services from the outset of June 2019 it would be a detriment to restart the services with another contractor. Ms. Ragins can perform the tasks that we urgently need to accomplish for the next few months (through the end of the summer, school re-opening and the end of the fiscal year) where the need has greatly expanded. Ms. Ragins will provide continuity of service for DCPS Office of Contracts and Acquisition Division as it does not have the time or resource to retrain a new contractor. DCPS will be adversely affected, potentially leaving upwards of \$15,000,000 unobligated if she is not retained as a temporary employee with our office.

5. Certification by Contract Specialist:

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

Date

Grace Brewer
Contract Specialist

DETERMINATION

I hereby determine based on the certified findings, that it is in the best of interest of the District to enter into a single available source contracts with the proposed contractors in accordance with Sec. 305(a)(1), D.C. Official Code §2-303-.05 and 27 DCMR §1701 and 1702.3(a).

Date

Contracting Officer