

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

AGENCY: District of Columbia Public Schools,
Office of Data & Strategy
CAPTION: Student Surveys
PROPOSED CONTRACTOR: Panorama Education
CONTRACT NO.: TBD
RQ NO: TBD

FINDINGS

1. AUTHORIZATION:

D.C. Code § 2-354.04.5 and 27 DCMR, Section 1304 and 1702

2. MINIMUM NEED:

The District of Columbia Public Schools, Office of Data and Strategy has an immediate need for a contractor to provide the design, production, administration, analysis and reporting of surveys of DCPS stakeholders. DCPS seeks a vendor that offers a survey instrument including measures of:

- Social emotional learning readiness and competencies;
- School climate and environment;
- School-level family engagement;

Survey measures must be research-based, valid, and reliable. DCPS seeks a contractor that administers surveys in other large urban districts such that DCPS can compare results to similar school districts across the nation. Similar school districts are those that have similar demographic compositions, are located in large cities, and have student populations as large, or larger than DC Public Schools.

Stakeholders to be surveyed include students, teachers, administrators, other school staff, and families. The contractor shall administer surveys in spring 2018. Surveys will be available in both online and paper formats. The contractor shall create reports and dashboards customized to DCPS specifications where teachers and staff can view, export or print survey results and SEL assessments from all surveyed stakeholder groups. The contractor shall also return cleaned data files to DCPS.

3. ESTIMATED COST:

The estimated total cost is \$200,000.00 (base year amount).

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The District of Columbia Public Schools (DCPS), Office of Data & Strategy recommends partnering with Panorama Education to administer and analyze surveys of student, teacher, staff, and family perspectives on school climate, school-level family engagement and social emotional learning.

A. Unique Nature of the Proposed Procurement

The District of Columbia Public Schools, Office of Data and Strategy seeks a contractor for the design, production, administration, analysis and reporting of surveys of DCPS stakeholders. DCPS seeks a vendor that offers a unique survey instrument which includes measures of:

- Social emotional learning readiness and competencies;
- School climate and environment;
- School-level family engagement;

Survey measures must be research-based, valid, and reliable. DCPS seeks a contractor that administers surveys in other large urban districts such that DCPS can compare results to similar school districts across the nation. Similar school districts are those that have similar demographic compositions, are located in large cities, and have student populations as large, or larger than DC Public Schools.

B. The Proposed Vendor’s Unique Qualifications:

DCPS conducted a market survey for this work through online research, reviewing published survey instruments, and engaging with potential vendors about the services they offer. Based on this survey, DCPS determined that Panorama Education is unique in offering all the services described in the scope of work.

I. Adverse impact of not choosing this vendor or completing this project

In light of the above findings a sole source award is in the best interest of DCPS and would be the most efficient and cost-effective procurement method in order to ensure strategic goals at the district and school level(s) are met.

CERTIFICATION BY DCPS PROGRAM DIRECTOR:

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

Date

Office of Data and Strategy

DETERMINATION

Based on the above certified findings and in accordance with the 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; D.C. Official Code §2-354.04 and 2-354.13) and 27 DCMR 1304 and 1702. Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Contracting Officer