

DETERMINATION AND FINDINGS FOR SOLE SOURCE

AGENCY: District of Columbia Public Schools, ODSS
CAPTION: Aspen Roadmap
PROPOSED CONTRACTOR: **UPD Consulting**
REQUISITION NO.: RK127454

FINDINGS

1. **Authorization:**

D.C. Code 2-354 and 27 DCMR, Section 1304 and 1702

2. **Minimum Need:**

The District of Columbia Public Schools (DCPS) has a need for a contractor to conduct a roadmap planning project for Follett Aspen, the primary student information system and system of record for student enrollment, attendance, scheduling and grading at DCPS.

3. **Estimated Fair and Reasonable Cost:**

The estimated reasonable price is \$65,000.00 from October 1, 2019 to December 31, 2019.

4. **Facts That Justify a Sole Source Requirement:**

DCPS selected Aspen in 2014 to provide teachers, students and parents a simple, cost efficient, enterprise class system that was both easy to use and had enhanced capabilities and features. The district implemented Aspen in elementary schools in the 2014-15 school year; secondary schools transitioned the following year. Now entering its sixth school year, the rollout of Aspen has been a multi-year enterprise project.

In FY2018, UPD conducted a Data Diagnostic that inventoried and examined data systems and practices in DCPS with a focus on data collected in Aspen. UPD is currently working with DCPS to integrate the data from the Aspen SIS with the behavior system, the Student Behavior Tacker, to support data reports and dashboards which display key performance metrics for DCPS schools. In addition, UPD was the primary project manager support for the original implementation of Aspen in DCPS from March 2014 through September 2015 (along with PMCS). Through this project, UPD helped DCPS develop the requirements for the system and manage the implementation across all schools. UPD has retained institutional knowledge of the challenges and the change management required to migrate DCPS to Aspen and DCPS business requirements for the system

UPD Consulting is uniquely positioned to deliver the expertise and support to develop a strategic roadmap for DCPS's student information system. UPD has gained necessary organizational context and technical knowledge through three previous engagements with DC Public Schools related to the student information system.

If another vendor is chosen, it will require an inordinate amount of time to become familiarized with ASPEN thus costing the District extra money. In addition, the crux of the project will be prolonged until another vendor accomplishes this learning curve.

5. **Certification by DCPS Program:**

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

Date

Chief, Office of Data Systems and Strategy

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 and 27 DCMR 1304 and 1702.

Date

Candace Butler, Contracting Officer