

**DETERMINATION AND FINDING
FOR A SOURCE PROCUREMENT**

AGENCY: District of Columbia Public Schools
Language Acquisition Division
PROPOSED CONTRACTOR: Cordell Hull Foundation for International Education
CONTRACT NO. RQ903579

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 (DCPS), Language Acquisition Division (LAD) and Office of Teaching and Learning (OTL), have an immediate need to procure the services of a vendor to supply J1 Visas for the Visiting Spanish Teacher Program carried out in collaboration with the Embassy of Spain.

3. ESTIMATED COST:

The cost is \$39,950 for the proposed period date of award through 9/30/16.

3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

For the last six years Cordell Hull Foundation New York (CHFNY) has provided services to The District of Columbia Public Schools (DCPS), Office of LAD as the sponsor of J1 visas for the Visiting Spanish Teacher program carried out in collaboration with the Embassy of Spain. CHFNY is highly knowledgeable about visa laws and requirements and accommodating of the needs and schedules of our DCPS staff. CHFNY is the only vendor that can fully provide the following services required by our agreement with the Embassy and as stipulated for all J1 visa holders:

- Year-long sponsorship and monitoring of J1 visas for all new hires
- Year-long sponsorship and monitoring of J2 visas for family members of new hires
- Continuing J1 and J2 visa sponsorship and monitoring of currently employed Visiting Spanish Teachers
- Equilibration of new hires including temporary health and dental insurance and facilitating the integration of the new candidates to DC
- On-boarding training regarding their responsibilities as per the J1 visa program

DCPS requires Visas for 13 New Teachers; 15 Renewal Visas for Teachers currently sponsored by CAFNY; Orientation and training services for the 28 Teachers; and J.1 Visa Health Insurance for the first 2 months.

CERTIFICATION BY THE DCPS PROGRAM OFFICE:

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

Date

Executive Director, OTL

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

Contracting Officer