

**DETERMINATION AND FINDING  
FOR A MODIFIED SOLE SOURCE PROCUREMENT**

**AGENCY:** District of Columbia Public Schools, Office of Family and Community Engagements  
**CAPTION:** Department of Education Full-Service Community School Grant – Partnership with Communities In Schools  
**PROPOSED CONTRACTOR:** Communities In Schools (CIS)  
**CONTRACT NO.** GAGA-2019-C-0068

**FINDINGS**

**1. MINIMUM NEED:**

In FY19, DCPS is in need to convert three of the existing fourteen CIS model sites into DCPS Community School Model pilot sites – Kelly Miller MS, Kramer MS, and Moten ES. In addition to the vendor being responsible for introducing and implementing the model of Integrated Student Supports (ISS) as outlined in the Middle School Expansion plan and the MOA with Moten ES, the vendor will be responsible for collaborative work with DCPS on the development of the DCPS Community School Model, the development and management of a Community School Manager in the three pilot sites, and data reporting for the five years of the grant award.

In addition to the services being procured on the sole source contract No. GAGA-2019-C-0068, the Contractor shall provide the following services:

- (i) Strategic Planning for District-wide Roll-Out of Connected Schools Initiative, including weekly planning to develop, launch and oversee the Connected Schools Model for SY 19/20 at 10 sites; advise on best practices and provide the required tools for Model Implementation; conduct on-going research for Model Improvement; and collaborate with DCPS on communications and marketing efforts to share stories of program impact with the broader DC Community.
- (ii) Provide Case Management services for up to 60 students throughout the duration of the DOE Grant period, including intake assessments; weekly goal setting; regular progress monitoring, and family engagement.

2. **ESTIMATED ADDITIONAL COST:** \$178,000.00 (original amount) The total amount of the contract is being modified to \$298,000.00.

**3. FACTS WHICH JUSTIFY A MODIFIED SOLE SOURCE PROCUREMENT:**

DCPS was awarded a five-year Department of Education grant to implement the DCPS Community School Model in partnership with Communities In Schools (CIS) at Kelly Miller MS, Kramer MS and Moten MS. CIS is an existing partner at all three sites and has the necessary requirements noted below. Only eligible entities could apply to the grant – an eligible entity is a partnership between a LEA and a community-based organization. DCPS and CIS applied in partnership and DCPS was awarded the grant with the expectation that CIS is the community partner.

The DCPS Community School model enhances the already effective CIS model, which stems from the integration of three tiers of supports, aligned with public health best practices, which address individual and environmental intervention strategies simultaneously. By differentiating the supports, CIS is able to offer services to all students in the school and also focus attention on specific students with significant needs. The CIS ISS model's three tiers are:

- Tier 1: School-wide services
- Tier 2: Targeted programs
- Tier 3: Individualized support

Vendor requirements:

- 1) At least 5 years' experience working in DCPS as a community partner
- 2) Familiarity with DCPS elementary and middle schools, particularly in Wards 7 and 8
- 3) Ability to recruit diverse staff who have demonstrated experience working with middle school age students and their families.
- 4) Ability to provide on-going training and support to their organization's school-based staff in order to successfully implement a model of integrated student supports.
- 5) Experience providing school-wide and targeted individual student supports focused on improving course performance, behavior, and attendance of students.
- 6) Experience in working directly with families and community members
- 7) Capacity to collect and assess student level and school wide metrics in order to improve programming.
- 8) Network of external partners and resources to bolster school level programming.
- 9) Familiarity with the regulations and policies of DCPS, including, but not limited to those around attendance, suspensions, family engagement, school climate and culture, etc.

A sole source contract No. GAGA-2019-C-0068, was duly awarded pursuant to the Notice of Intent to Award A Sole Source Contract, issued 5/1/19 and closed 5/10/19, in the amount of \$120,000. The Program requested a modification to the sole source contract to increase the scope of work, as specified below, in an additional cost of \$178,000.00, in compliance with the requirements of the DOE Grant:

In addition to the services being procured on GAGA-2019-C-0068, the Contractor shall provide the following:

- (i) Strategic Planning for District-wide Roll-Out of Connected Schools Initiative, including weekly planning to develop, launch and oversee the Connected Schools Model for SY 19/20 at 10 sites; advise on best practices and provide the required tools for Model Implementation; conduct on-going research for Model Improvement; and collaborate with DCPS on communications and marketing efforts to share stories of program impact with the broader DC Community.
- (ii) Case Management services for up to 60 students throughout the duration of the DOE Grant period, including intake assessments; weekly goal setting; regular progress monitoring, and family engagement.

4. **RESULTS FROM PREVIOUS YEARS:**

CIS served fourteen DCPS schools in SY17-18, reaching over 4,900 students. CIS provided full time staff in each school to work with school staff, CBO partners, and the local community to provide students and families with the supports they need to succeed, as well as strategic support to the school leadership

team. Additionally, CIS case managed 503 students. 65% of those students improved attendance, 86% improved behavior and 100% seniors served graduated on-time.

In light of the above findings, a sole source contract award is in the best interest of DCPS and would be the most efficient and cost-effective procurement method to fulfill the aforementioned Department of Education Community School Grant Requirement.

**CERTIFICATION BY THE DCPS PROGRAM:**

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

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Date

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Director or Designee, OFPE

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings 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; DC Code 2-354 and 27 DCMR 1304 and 1702.

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Date

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Chief Procurement Officer