

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

AGENCY: District of Columbia Public Schools, Office of Food & Nutrition Services
CAPTION: Consultative Transition Staffing (Food Operations)
PROPOSED CONTRACTOR: Vucurevich Simons Advisory Group (VASG)

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) Office of Food & Nutrition Services (OFNS) has a need to procure consultative staffing services for the transition of operations between the outgoing and incoming Food Service Management Company (FSMC) contract providers. Specifically, DCPS would like to partner with Vucurevich Simons Advisory Group (VASG) to provide oversight of the transition operations to ensure meals provided to DCPS students are in compliance with federal and state standards.

3. ESTIMATED COST:

The estimated reasonable price is \$110,000.00.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

District of Columbia Public Schools (DCPS) has established contracts to provide meal services to its students through a FSMC since 2008. In June 2016, the incumbent provider who has performed this service for the last eight (8) years will be concluding their contractual requirement, and a new FSMC will be starting new services, providing approximately 10 million meals for breakfast, lunch, afterschool supper, and afterschool snack and over the summer break.

a. Background

OFNS is staffed with three (3) Regional Managers to oversee the operations of the meal program and ensure compliance. The Regional Managers day-to-day responsibilities include:

- Assisting in the oversight of required annual federal and state audits to ensure DCPS is compliant to all National School Lunch Program, Child and Adult Care Food Program, and other regulatory standards.
- Collaborates directly with food services vendor management team to increase participation and performance of DCPS food service programs by developing strategic and systemic solutions
- Visit schools and ensure vendors are in compliance with specific contractual obligations

including menu items, nutrition and sanitation regulations, superior level of service and execution; resolves inconsistencies or deficiencies with the obligations with minimal oversight

- Originate and file required regulatory documentation and other pertinent reporting immediately
- Develops strategy and clear, specific, and ambitious performance measures for individual projects that are easily translated into individual work goals and deliverables for other team members
- Creates detailed timelines for each initiative; assesses and tracks project progress regularly using various computer programs and tools; drives project completion holding others accountable for responsibilities and deadlines
- Helps manage the analysis and presentation of data and progress of data-driven initiatives for senior management team and external audiences; communicates progress to key stakeholder groups and incorporates their input
- Anticipates, identifies, and resolves complex obstacles to success of overall program as well as specific projects
- Liaises with various internal departments to drive collaboration and project success; interacts with and responds effectively to urgent requests from multiple internal and external DCPS stakeholders

The role of the Regional Manager is a critical link to overall departmental success, as their overall delivered product maximizes DCPS revenues and protects against fiscal losses resulting from non-compliance or inefficiencies. While there is tremendous success in a static and trained environment, the impending transition is likely to stimulate additional and unforeseen challenges that are anticipated to encroach on the Regional Manager's capacity to effectively perform their regular duties during the peak of the transition. It is therefore critical that the services provided by the Regional Managers is supplemented with support staff that is trained specifically in food service management competencies; and, can consult with DCPS OFNS staff to provide additional support in the oversight of 112 schools under new leadership and direction under the new FSMC contract.

b. The Proposed Vendor's Unique Qualifications:

VSAG International Restaurant & Hospitality Consulting is a globally recognized consulting and hospitality staffing firm that specializes in Food Service Management and has the specific skills and personnel that can fulfill the needs of OFNS in the short lead time it requires. VSAG is local company with its office in Chevy Chase, and provides teams of industry experts with competencies in; project management, food service management consulting, operations implementation, technology systems, operations transition, food service audits, operations assessment, operations services, systems implementation, management development & training, staff training, and operational support.

VSAG is prepared to provide personnel who will act as an extension of our staff that will provide the following support services:

1. Perform kitchen close-out inspection, including documenting kitchen condition, equipment & wares inventories, and the exchange of keys between old vendor and new

- vendor.
2. Provide additional on-site monitoring support and conduct Operations Site Reviews to help OFNS quickly assess new vendor performance in food quality, food safety, service quality and sanitation.
 3. Assist OFNS complete USDA-required on-site audits, including but not limited to: Summer Meal Service Reviews, National School Lunch Program Reviews, School Opening Checklist Validation, Afterschool Supper and Snack reviews.
 4. Assist OFNS in the organization of USDA-required trainings.
 5. Assist with Administrative Support such as Free and Reduced Meal Application collection, assembly and training of contractually-required Standard Operating Guides, and communication of food-service specific processes such as critical response to delivery, production, equipment or recipe issues.

DCPS requires these services immediately and has determined that the expertise and experience necessary are highly specified. In addition, there is not a sizable pool of qualified potential candidates from which to compete.

In light of the above findings a sole source award is in the best interest of the DCPS and would be the most efficient and cost-effective procurement method.

5. CERTIFICATION BY THE DCPS PROGRAM:

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

Date

Office of Food and Nutrition Services

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