

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

**AGENCY, OFFICE:** Federal Programs and Grants  
**CAPTION:** Summer Services SY 19/20 / Title I/ YT  
**PROPOSED CONTRACTOR:** Performance Management Services, LLC.  
**CONTRACT NO.** RK151516

### **FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354.04 and 27 DCMR, Section 1304 and 1700.

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA) on behalf of Federal Programs and Grants, is seeking a vendor to deliver summer instructional services to at-risk students in grades K through 12. These eligible students comprise D.C. residents and neighboring Maryland and Virginia school students that have been identified as deficient in math or reading (ELA). The Contractor must work alongside school administrators, teachers, and parents to enhance at-risk student's academic growth. Summer instructional services will be provided to eligible students, in person, or via distance learning. The service delivery model will depend on the operating status of each school, in June 2020, due to COVID-19.

- **Timeframe for service:** Summer service will begin June 29, 2020, and conclude July 31, 2020. However, the vendor will need through August 15, to finalize assessment data and close reports. The service delivery model will not change the time frame for service.
- **Location of service:** Instruction will be provided to eligible students at nine private schools in the District of Columbia or through a distance learning platform. A list of private school's contact information and location will be provided to the vendor on June 12, 2020. If schools remain closed due to COVID-19, students will be notified of the distance learning platform and receive devices, as necessary, for instruction.
- **Students for service:** The vendor shall provide instructional service to approximately 150 at-risk students in math and reading (English Language Arts).

3. **ESTIMATED COST:**

DCPS's estimated cost for these specific services is **\$302,173.57 (RK151516)** for the period of **June 29, 2020 to August 15, 2020**.

4. **FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

The District of Columbia Public Schools (DCPS), Office of Federal Programs & Grant, recommends a continued partnership with Performance Management Services, LLC. for the vendor has executed this contract for the last five years. They have familiarity with students, school administrators, and families. Additionally, they have access to student data and records. Securing a different vendor for summer services (beginning June 29) will be difficult, especially given that services may be conducted in a virtual setting. Students and families trust the current vendor, and that component alone will be difficult to infuse with a new provider, thereby minimizing the number of students that receive services. Last, a new vendor will need to be brought up to speed with student data and understand students' needs, capacity, and skill set, which is a short timeframe between now and June 29, 2020. Therefore, it is not feasible to work with a new vendor who would not be able to plan for and execute the requirement given the uncertain nature of school services right now. DCPS needs a vendor with specific experience volleying between the possibility of online services and in person services. The only vendor with this experience is PMS

It would also cost DCPS more to bring another vendor on board to provide summer school and continue services while an RFP is being released to establish the more significant overarching contract.

5. **BACKGROUND AND HISTORY:**

Performance Management Services, LLC (PMS) was incorporated in 2009. The Corporate Office is located in Washington, DC. PMS is an 8(a) and SDB Certified, Minority-Owned, Veteran and Service Disabled Veteran Owned Small Business. PMS specializes in General Management Consulting Services for various areas, including

Financial Management Services, Human Resources, Educational Curriculum, Professional Development and Training, and Information Technology.

The vendor has held the contract for the past 5 to 6 fiscal years with a satisfactory performance to DCPS. Performance Management Services has delivered instructional (reading, math, STEM) services to ~600 students per year. These students are academically at-risk D.C. residents (attending D.C. and Virginia private schools), as well as neighboring Maryland resident students.

6. **CERTIFICATION BY THE OFFICE OF SCHOOL IMPROVEMENTS AND SUPPORTS:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eryka Anderson  
**Office of Federal Programs & Grant.**

7. **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 2-354.04 and 27 DCMR 1304 and 1702. Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

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Cheryl Butler-Moore  
Director, Contracts Management