

## DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

**AGENCY:** District of Columbia Public Schools, Cardozo Education Campus  
**CAPTION:** Site Coordinators  
**PROPOSED CONTRACTOR:** Communities in Schools (CIS)  
**RQ NO:** RK144591

### 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), Cardozo Education Campus, has an immediate need for continuity of services of the proposed Contractor's site coordinators, required to support its mission to empower students to stay in school and achieve both their academic and personal goals.

**3. ESTIMATED COST:**

The estimated cost of the continuity of service is \$30,000.00, to support a portion of the salary and benefits for a site coordinator, for the period, Date of Award thru August 30, 2020.

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

Communities In Schools provides two full-time Site Coordinators who work directly in the school to provide services to connect students and their families to critical community resources, tailored to each students specific needs. The Communities In Schools model provide students with a one-on-one relationship with a caring adult, creates a safe place to learn, a healthy start to a healthy future, a path toward marketable skills and a chance to give back to peers and the community. The Communities In Schools model offers three tiers of support:

- Tier 1 whole school supports
- Tier 2 small group supports
- Tier 3 intensive one-on-one supports

Communities In Schools develops a schools support plan for the year which identifies needs and risk factors, aligned with the school goals for student success. The Site Coordinators will also manage a caseload of approximately 40 students each. Communities in Schools is uniquely qualified to enable DCPS to offer comprehensive student support services on site through a specific site operations plan and a Site Coordinator for schools persistently

performing at low academic levels. The mission of Communities in Schools is to surround students with community support, empowering them to stay in school and achieve in life. By focusing on school-wide prevention services and targeted and sustained intervention and prevention services for students experiencing risk factors, students and their families are supported. In general, the Site Coordinator works in collaboration with school leaders and the school's student support team to strategically plan service delivery, strategies and objectives of the site operations plan. The Site Coordinator is currently working with students, families, and the school leaders to deliver whole school and targeted student interventions. This service is for the continuity of service by the proposed Contractor's site coordinators.

For over 40 years across the nation, Communities in Schools has been increasing student achievement in schools through a comprehensive system of support. Communities In Schools of the Nation's Capital is uniquely qualified to support DCPS's efforts to support students through comprehensive intervention. Students face challenges both inside and outside of the classroom; this is particularly true of the demographic that Communities In Schools seeks to serve, schools that are performing at low academic level. These schools face very high levels of students who qualify for free and reduced-price lunch, especially 100% of students at Cardozo EC. Not only would students benefit from significant intervention related to academic performance in math and reading, they would also benefit from intervention to support positive student behavior. In order to address some of the social and emotional challenges that impact our students' ability to achieve in the classroom, these schools require wrap-around services in order to address serious concerns including student attendance, behavior, and academic achievement. Given these challenges, DCPS is committed to providing services to schools from vendors

**5. CERTIFICATION BY DCPS PROGRAM DIRECTOR:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cardozo Education Campus

**6. DETERMINATION**

Based on the above certified findings and 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; D.C. Official Code §2-354.04 and 2-354.13) and 27 DCMR 1304 and 1702. Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer