

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCURMENT**

AGENCY: District of Columbia Public Schools, Office of Food and Nutrition Services (OFNS)
CAPTION: Temporary Food Service Staffing
PROPOSED CONTRACTOR: First Class Workforce Solutions
CONTRACT NO.: N/A

FINDINGS

1. AUTHORIZATION:

D.C. Official Codes: § 2-354.04, 27 DCMR, Sections 1304 and 1701

2. MINIMUM NEED:

The Office of Food and Nutrition Services at DC Public Schools has a need to procure services of Food Service Labors to operate the Self-Operating Meal Services to Excel Academy between October 01, 2018 to September 30, 2019 via using a staffing agency. FNS is responsible for staff of one (1) Cafeteria Lead, one (1) Cook, and four (4) Food Service Workers.

In August 2018 FNS entered a contract to provide self-operating meal service to Excel Academy students and staff to serve breakfast, lunch and supper, Monday through Friday excluding district-recognized holidays, professional development days, and school vacations.

3. ESTIMATED REASONABLE PRICE:

DCPS OFNS estimates the increased cost of these services to be \$15,979.66 from October 01, 2018 to September 30, 2019, up from the original need amount of \$\$9,990.02.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

First Class Workforce Solutions is prepared with the pool of qualified, skilled, and cleared staff to fulfill the needs of FNS to provide personnel who will act as an extension of FNS staff during labor gaps due to difference circumstances.

As FNS has utilized First Class Workforce Solution's services previously, many of its employees are familiar with the food service leadership and scope of work at Excel Academy. This is an asset to FNS as the temporary staff who have spent time at Excel Academy require less daily onboarding, allowing other food service workers to work at their maximum capacities as well. Below rationales justify for this sole source procurement:

- First Class Workforce Solutions familiarity with the Food Service Industry rules and regulations;
- First Class Workforce Solutions familiarity with the DCPS employment and hiring process and procedures;

- First Class Workforce Solutions knowledge of DCPS clearance screenings and background check process and procedures, and timing requirements to schedule and verify new staff;
- First Class Workforce Solutions has a pool of employees who have already been cleared by DCPS Security and are certified to work in our schools immediately.

DCPS plans to issue a solicitation to properly address the required labor pool for this need in the future.

5. CERTIFICATION BY PROGRAM DIRECTOR:

I hereby certify that the above findings are true, correct and complete.

Office of Food and Nutrition Systems

Date

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 27 DCMR 1304 and 1701. Accordingly, I determine that the District is justified in using the sole source method of procurement.

Deputy Chief, OCBO-OCA

Date