

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

AGENCY: District of Columbia Public Schools
OFFICE: Out of School Time
CONTRACTOR: Urban Circle LLC
CAPTION: External evaluator contract for 21CCLC afterschool sites

FINDINGS

1. Authorization:

Section 305, D.C. Code 2-305 Procurement Practices Act and 27 DCMR, Section 1701.1.

2. Minimum Need:

The District of Columbia Public Schools (DCPS), Office of Teaching and Learning, Out of School Time Programs is in need of third-party grant evaluation services to be funded by the 21st Century Community Learning Centers (21CCLC) grant. As a requirement and objective of the grant, DCPS must have a programmatic evaluation provided by a third-party evaluator. 100% of DCPS 21CCLC programming from the outset of the grant should be included in this evaluation, according to the grant, to measure program effectiveness. The evaluation will consider attendance, academic gains, engagement, behavior, and comparison analysis using grade level peer control groups.

3. Estimated Fair and Reasonable Cost

The estimated fair and reasonable price is \$56,400.00.

4. Facts Which Justify a Sole Source Procurement:

The 21CCLC is a grant of \$4,122,500 per year for three years. The purpose of the 21CCLC grant program is to provide at-risk students in DCPS with opportunities for academic enrichment and personal enrichment and other activities intended to enhance the students' regular academic program.

This is the third year in a three-year grant and Urban Circle has been the external evaluator on our grant for the first two years. Urban Circle has developed data analysis tools that align to our needs for grant reporting to the Office of the State Superintendent of Education (OSSE) and the federal government; their work received praise from OSSE for the comprehensive nature of the analysis and how evident it was from the reports that the evaluators understand 21CCLC; and by using the same evaluator we hope to obtain data that compares progress on grant objectives across all three years.

Project Requirements/Specifications

The vendor shall prepare the annual Teacher Survey required by the 21CCLC grant, including updating the survey, cleaning data, preparing materials for schools, monitoring the return of surveys, and producing status reports weekly for a period of four weeks. The vendor shall complete an evaluation of the DCPS Afterschool Program, including an analysis of program participants compared to non-participants at the same schools in areas of behavior referrals, suspensions, attendance, and PARCC scores. The vendor shall produce a final report and analysis of outcomes overall and by school by September 30, 2020.

5. Certification by Program Office:

I hereby certify that the above findings are correct.

Ross Mappes
Specialist, Budget & Grant Compliance

Date

6. Certification by Contract Specialist:

I hereby certify that the above findings are correct to the best of my knowledge and the anticipated prices to DCPS are fair and reasonable.

Dana V. Garnett
Contract Specialist

Date

DETERMINATION

Based on the findings, in accordance with Section 305, D.C Code 2-303.5, Procurement Practices Act, and 27 DCMR Section 1701.1, it is hereby determined that the above facts justify the use of Sole Source procurement procedures. It is further determined that the anticipated costs are fair and reasonable, and it is in the best interest of the District Government to award this procurement to Urban Circle LLC.

Contracting Officer

Date