

**DETERMINATION AND FINDING
FOR A SOURCE PROCUREMENT**

AGENCY: District of Columbia Public Schools (Office of Youth Engagement and IT Division)
CAPTION: System Maintenance and Support
PROPOSED CONTRACTOR: Morrison Consulting (DBA Access 411)
CONTRACT NO.: N/A

FINDINGS

1. AUTHORIZATION:

D.C. Code 2-354.04.5 and 27 DCMR, Section 1304 and 1700

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS), Youth Engagement and Information Technology Divisions need to procure the services of *Morrison Consulting (DBA Access 411)* to maintain and support the Comprehensive Attendance Administration and Security System (CAASS) and the Student Behavior Tracker (SBT). The Consultant shall provide annual support for both applications.

3. ESTIMATED COST:

The estimated cost is \$267, 000.

3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

The District of Columbia Public Schools began working with **Access 411** to provide building access and attendance support in 2009. The Student Behavior Tracker was added to the DCPS/OCTO contract through the Office of Contracting and Procurement in 2012.

DCPS believes it is necessary to utilize the services of **Access 411** for the following reasons:

- The Student Behavior Tracker (SBT) is custom software that can only be maintained and supported by the owner, **Access 411**.
- Due Process for suspensions and expulsions is required by law and is ensured through the use of the SBT.
- The Comprehensive Attendance Administration and Security System (CAASS) application was designed by **Access 411**.
- Creation of a new custom software to replace CAASS, with a new company, would not be feasible in that it would require additional funds; training of all school staff involved in student discipline and would not be ready by this summer.
- Scan stations and hardware equipment are already in use to manage building entries throughout DCPS, which are all maintained/upgraded by **Access 411**.
- **Access 411** is the sole provider of CAASS training on its equipment usage throughout DCPS.

Background and History:

The previous Office of the Chief Technology Officer (OCTO) contract, which DCPS utilized for CAASS & SBT maintenance with Morrison Consulting/Access 411 has expired as of September 30, 2016 (DCPS-2012-C-0481). DCPS wishes to continue the usages of the support and maintenance services of Access411 to ensure that the legal requirements outlined in DCMR Chapter 25 regarding due process are met.

The CAASS was designed as an application that has modules that can track building access, attendance, and discipline at the school level. CAASS was first used to monitor building access in the District in 2001 by Luke C. Moore Academy. Currently CAASS is being used independently by as many as 10 DC Public Schools to monitor building access. CAASS also has a discipline module, which has DCPS prepared requirements for the applications to support the implementation of the DCPS code of student discipline in all DC Public Schools.

The Proposed Vendor’s Unique Qualifications:

CAASS and the SBT are systems designed and maintained by **Access 411** since 2001. This vendor owns the software and is the only vendor able to modify and maintain it.

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

Information Technology Division

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 1700.

Date

Contracting Officer