



DETERMINATION AND FINDINGS FOR AN EMERGENCY CONTRACT

CONTRACT NO: GAGA-2021-E-0163
REQUISITION NO: RK187274
CAPTION: Grocery Distribution to Seven Schools
AGENCY Food and Nutrition Services (FNS)
PROPOSED CONTRACTOR: Gordon Food Service

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements)

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA), on behalf of the Food and Nutrition Services (FNS) is seeking a Contractor to provide grocery distribution to seven schools. FNS provides food services programs and requirements to all eligible students of DCPS and is an essential, and integral part of the education of DCPS Public Schools system. To ensure that all eligible students can participate equally and without barrier, the agency must provide the food services program to all schools.

There is an immediate need for services continuation to prevent interruption in service delivery that cannot be met through normal procurement methods at this time. Therefore, this emergency procurement action must be executed. The selected vendor shall meet the following minimum requirements:

- a. Be compliant with District certification requirements.
- b. Have a necessary credentials enough to respond to scheduled deliveries trips as described in the contract.
- c. Possess, maintain, and keep in full force during the term of the contract, at its own costs and expense, insurance coverage at the limits prescribed by the District Office of Risk Management; and

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- d. Shall ensure that every staff meets the required DCPS administered background check, finger printing, and criminal background check requirements prior to providing the services under this Emergency Contract.

The period of performance for this emergency contract shall be from August 23, 2021, thru December 21, 2021, until DCPS to award the new long-term contract.

The Office of Contracting and Acquisitions (OCA) is in process of awarding a new contract for a term of one (1) base year with Two one-year each option period by the conclusion of this emergency contract/purchase order.

3. ESTIMATED REASONABLE COST:

Based on the historical data and prior Grocery Distribution contract(s), and research of rates for the required services, the estimated reasonable cost of the emergency contract is \$240,000.00.

4. FACTS THAT JUSTIFY EMERGENCY PROCUREMENT:

The primary purpose of this emergency contract is to continue providing grocery distribution service for DCPS Public Schools. The District of Columbia Food and Nutrition Services (FNS) has been tasked to perform the food services programs in house.

The Contract Number GAGA-2021-C-0034 was rescinded effective August 23, 2021, and additional time is needed to proceed with a new long-term contract and receive the City Council approval prior to award of the new long-term contract.

5. CERTIFICATION BY AGENCY DIRECTOR:

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

Robert Jaber
Director, Food and Nutrition Services

Date

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6. DETERMINATION

Based upon the authorities, findings and in accordance with D.C. Official Code § 2-354.05; 27 DCMR § 1702 (Emergency Procurements), I hereby determine that the proposed emergency procurement is in the best interest of the District of Columbia.

Contracting Officer

Date