



DETERMINATION AND FINDINGS FOR AN EMERGENCY CONTRACT

CONTRACT NO: GAGA-2021-E-0099
REQUISITION NO: RK180518
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
- 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.

D&F for Emergency Contract

The period of performance for this emergency contract shall be from June 01, 2021 thru July 16, 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 existing Grocery Distribution contract(s), and informal research of rates for the required services, the estimated reasonable cost of the emergency contract is \$45,000.00.

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.

Emergency Contract Number GAGA-2020-E-0046 will expire on May 31, 2021. Additional time is needed to complete the evaluation, receive the City Council approval prior to award of the new long-term contract.

DCPS mission and goal is to serve all students in ways that will impact their overall welfare and set a path for their success while being responsive to student needs under the unprecedented COVID-19 working environment. Under the COVID-19 conditions, OCA has been diligently working on awarding a new long-term contract to a responsive, responsible, and capable contractor to provide the most valuable services to DCPS FNS in accordance with all the Federal, State, Local, and DCPS laws and regulations.

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

D&F for Emergency Contract

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