

**DETERMINATION AND
FINDING FOR A SOLE SOURCE
PROCUREMENT**

AGENCY: District of Columbia Public Schools
CAPTION: Support Services
PROPOSED CONTRACTOR: Help Unlimited Temps

FINDINGS

1. AUTHORIZATION:

D.C. Code 2-354 and 27 DCMR, Section 1304 and 1702

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS) in the Office of Chief of Schools (OCOS) has a continued need to procure the temporary support services from the vendor, Help Unlimited Temps, which have continued without a break in service since FY15 for onsite support services.

3. ESTIMATED COST:

The estimated reasonable price is 24,193.08.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

OCOS would like to request for the following temporary support services for which there is currently an individual working as to support operational activity. DCPS has procured these services continually from Help Unlimited since FY15, the previous purchase order number issued which was PO545881 (FY15). The current temporary support services provided by the onsite person can perform the tasks that DCPS OCOS will be adversely affected if these temporary employees do not continue for office support.

In light of the above findings a sole source award is in the best interest of the DCPS and would be the most efficient and cost-effective procurement method.

CERTIFICATION BY THE CONTRACT SPECIALIST:

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

Date

Contract Specialist

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 1702.

Date

Chief Procurement Officer