

**DETERMINATION AND  
FINDINGS FOR A SOURCE  
PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
Out of School Time Programs Division

**PROPOSED CONTRACTOR:** George Washington University  
(Honey W. Nashman Center for Civic Engagement and Public Service)

**Contract NO.** RK110315

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354.04.5 and 27 DCMR, Section 1304 and 1702.

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS) Out of School Time Programs (OSTP) Division seeks to enlist an entity to place AmeriCorps Volunteers in Service to America (VISTA) in DCPS OSTP to increase the capacity of DCPS OSTP to collaborate with volunteers, community partners, and families and to assess out of school time programming in DCPS schools. The AmeriCorps VISTAs will serve as an Evaluation and Assessment Fellow and the Training and Communication Fellow within DCPS OSTP.

**3. ESTIMATED COST:**

The estimated cost is \$41,282.00.

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

**Background:**

The Corporation for National and Community Service (CNCS) is a federal agency that operates the AmeriCorps Volunteers in Service to America (VISTA) program. The mission of the AmeriCorps VISTA program is to strengthen organizations that alleviate poverty through volunteering and the mobilization of resources. Public, private, or faith-based nonprofit organizations as well as local or state agencies can become an AmeriCorps VISTA sponsoring organization. An AmeriCorps VISTA sponsoring organization has an approved application with CNCS for the placement of AmeriCorps VISTAs in specific service capacities.

**The Proposed Vendor's Unique Qualification:**

The Honey W. Nashman Center for Civic Engagement and Public Service of the George Washington University applied to become an AmeriCorps VISTA sponsoring organization and place AmeriCorps VISTAs in DCPS; as an approved AmeriCorps VISTA sponsoring organization, the George Washington University has placed 29 AmeriCorps VISTAs in DCPS since School Year 2015-16 including 12 AmeriCorps VISTAs in DCPS in School Year 2017-18. VISTAs have served in schools and in the central office of DCPS since the inception of the relationship with GWU.

DCPS OSTP needs expanded capacity to assess afterschool programming in DCPS schools and found that an AmeriCorps VISTA serving as an Evaluation and Assessment Fellow would allow DCPS OSTP to do so. DCPS OSTP needs a VISTA as Training and Communication Fellow to enhance the communications mechanisms employed to reach various stakeholders (school leaders, parents, the community at large, community partners, and staff) and to develop the OSTP staff training capacity.

The George Washington University could fulfill this need as an AmeriCorps VISTA sponsoring organization.

The George Washington University has experience successfully placing AmeriCorps VISTAs directly with DCPS and is equipped to place other AmeriCorps VISTAs in DCPS OSTP to support the assessment and communication of out of school time programming in DCPS schools.

**Conclusion:**

As exemplified by their work, the George Washington University has extensive experience serving as an AmeriCorps VISTA sponsoring organization and placing AmeriCorps VISTAs within DCPS. This experience gives them a unique advantage for executing AmeriCorps VISTA placement, and separates their team from other entities who do not meet this specific requirement of an AmeriCorps VISTA sponsoring organization. In summary, the George Washington University meets the needs for an immediate sole source based on the following:

1. Current standing as an AmeriCorps VISTA sponsoring organization.
2. Proven track record of placement of AmeriCorps VISTAs in DCPS schools with successful AmeriCorps VISTA project implementation.
3. Experience and background needed to make this AmeriCorps VISTA placement in the expedited timeframe required.

Due to the need for DCPS OSTP to assist afterschool programming in current School Year 2018- 19, DCPS needs to procure these services immediately. The George Washington University's extensive background knowledge as an AmeriCorps VISTA sponsoring organization, in addition to their experience with DCPS, makes them the only viable candidate to fulfill this AmeriCorps VISTA placement.

**CERTIFICATION BY THE DCPS PROGRAM OFFICE**

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

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Date

\_\_\_\_\_

Signature

**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 18371; DC Code 2354 and 27 DCMR 130 4 and 1702.)

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Date

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Contracting Officer