

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**



Pursuant to section 202(c-1) of the Procurement Practices Reform Act of 2010, as amended, D.C. Official Code § 2-352.02(c-1), the following contract summary is provided:

**COUNCIL CONTRACT SUMMARY**

**(A) Contract Number:** CW54105

**Proposed Contractor:** Friendship Place

**Contract Amount:** Base Period:  
\$950,000.00 NTE

Proposed Funding Increase in base year:  
\$1,178,000.00 NTE

Aggregate Total Dollar Value in base year:  
\$2,128,000.00 NTE

**Unit and Method of Compensation:** Contractor will be paid based on a firm fixed unit price with a Cost-reimbursable component for Rental Assistance, Rental Deposit, and Utilities per month per client.

**Term of Contract:** Date of Award to September 30, 2018

**Type of Contract:** Firm-Fixed Unit Price with Cost-Reimbursable Component

**Source Selection Method:** Human Care Agreement (HCA)

**(B) For a contract containing option periods, the contract amount for the base period and for each option period. If the contract amount for one or more of the option periods differs from the amount for the base period, provide an explanation of the reason for the difference:**

**Base Period Amount:** \$2,128,000.00 NTE

The Base Period of the Human Care Agreement is from October 1, 2017 – September 30, 2018.

**Option Period 1 Amount:** \$2,151,400.00 NTE

**Explanation of difference from base period (if applicable):** No difference from Base Period

**Option Period 2 Amount:** \$2,176,048.00 NTE

**Explanation of difference from base period (if applicable):** No difference from Base Period

**Option Period 3 Amount:** \$2,200,756.00 NTE

**Explanation of difference from base period (if applicable):** No difference from Base Period

**Option Period 4 Amount:** \$2,226,724.00 NTE

**Explanation of difference from base period (if applicable):** No difference from Base Period

**(C) The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract:**

The purpose of this Human Care Agreement is to provide Case Management services in an effort to support the District's Rapid Rehousing Program. The District of Columbia Office of Contracting and Procurement (OCP) on behalf of the District of Columbia (District) Department of Human Services (DHS) seeks contractor(s) to provide Rapid Re-Housing services for Individuals (RRH-I) to single adults experiencing homelessness within the District.

The goal of Rapid Rehousing is to provide timely access to permanent housing for households with moderate acuity, without preconditions (such as employment, income, sobriety, or absence of a criminal record), and with the use of financial support and case management assistance in a time-limited manner (three months from point of moving into housing). Individuals will receive supports and services tailored to their unique needs which customarily also includes assistance in locating and securing housing as required.

**(D) The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price, technical or quality, and past performance components:**

The Office of Contracting and Procurement (OCP) on behalf of the Department of Human Services (DHS) issued a Request for Qualifications (RFQ) seeking Contractor(s) to provide Rapid Re-Housing (RRH-I) services to single adults experiencing homelessness within the District.

The solicitation was posted on March 21, 2017 and an advertisement containing the solicitation information was posted in the Washington Times on March 21, 2017. At the RFQ deadline seven (7) submissions were received.

The Technical Evaluation Panel (TEP) evaluated the submitted qualifications and concluded on 05/25/17. The CO independently evaluated the participants' responses, qualifications, the TEP's individual assessments, and the TEP consensus report on 07/05/17. The CO agreed with TEP's Technical and Financial assessments results. After negotiation with the vendors the CO determined that the vendor is technically and financially qualified in response to the RFQ for RRH-I. The vendor was determined to be responsive and responsible, and the final revised prices were determined to be fair and reasonable. The Provider was awarded Not-To-Exceed amount of \$950,000.00 for the Base Period of the Human Care Agreement.

- (E) A description of any bid protest related to the award of the contract, including whether the protest was resolved through litigation, withdrawal of the protest by the protestor, or voluntary corrective action by the District. Include the identity of the protestor, the grounds alleged in the protest, and any deficiencies identified by the District as a result of the protest:**

No protests received.

- (F) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and performance on past or current government or private sector contracts with requirements similar to those of the proposed contract:**

Friendship Place, according to the Dun and Bradstreet report completed on July 20, 2017, has financial stability and adequate financial resources to provide services under this Human Care Agreement. The Provider has submitted a current Basic Business License.

The Contractor provided past performance references as part of its solicitation/application package. The provider has satisfactorily provided similar services for the past four (4) years for DHS. In the most recent Past Performance Evaluation provided by DHS dated, November 3, 2017, the Provider was rated, "Satisfactory". The Contracting Officer (CO) determined that the Contractor has the necessary organizational experience, technical skills, accounting, and operational controls to provide the requirements of the contract accordingly. The Contracting Officer has determined Friendship Place responsible.

- (G) The period of performance associated with the proposed change, including date as of which the proposed change is to be made effective:**

Base Period – September 8, 2017 to September 7, 2018

Proposed Modification No. M0001 – Date of Award to September 7, 2018

- (H) The value of any work or services performed pursuant to a proposed change for which the Council has not provided approval, disaggregated by each proposed change if more than one proposed change has been aggregated for Council review:**

Base Period - \$950,000.00

Proposed Modification No. M0001 – \$1,178,000.00

- (I) The aggregate dollar value of the proposed changes as compared with the amount of the contract as awarded:**

Base Period: **\$950,000.00 NTE**

Proposed Modification No. M0001: \$1,178,000.00 increase

Aggregate Total Dollar Value: **\$2,128,000.00 NTE**

**(J) The date on which the contracting officer was notified of the proposed change:**

October 03, 2017

**(K) The reason why the proposed change was sent to Council for approval after it is intended to take effect:**

The District has a continued need to provide Case Management for Rapid Rehousing to ensure safety of individuals in the Rapid Re-housing program in the District of Columbia.

**(L) The reason for the proposed change:**

This proposed change also will continue Base Period and provide Case Management for Rapid Rehousing to ensure the safety of individuals in the Rapid Re-housing program in the District of Columbia.

**(M) The legal, regulatory, or contractual authority for the proposed change:**

27 DCMR, Chapter 36, Section 3601.2

**(N) A summary of the subcontracting plan required under section 2346 of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.* (“Act”), including a certification that the subcontracting plan meets the minimum requirements of the Act and the dollar volume of the portion of the contract to be subcontracted, expressed both in total dollars and as a percentage of the total contract amount:**

Pursuant to DSLBD waiver dated October 17, 2017, DSLBD waived the Subcontracting Requirement for Friendship Place.

**(O) Performance standards and the expected outcome of the proposed contract:**

The District expects the Contractor to continue to provide comprehensive case management services for clients in Rapid Re-Housing. In Section D of the HCA, the District outlined the required deliverables that the Contractor is responsible for providing. The goal of Rapid Rehousing is to provide timely access to permanent housing for households with moderate acuity, without preconditions (such as employment, income, sobriety, or absence of a criminal record), and with the use of financial support and case management assistance in a time-limited manner (three months from point of moving into housing). Individuals will receive supports and services tailored to their unique needs which customarily also includes assistance in locating and securing housing as required.

**(P) The amount and date of any expenditure of funds by the District pursuant to the contract prior to its submission to the Council for approval:**

Base Period: \$950,000.00 ceiling

- (Q) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02:**

The agency's Associate Chief Financial Officer certified on October 18, 2017 that, subject to Congressional appropriation, funds in the required amount are available for the contract services with the DHS budget for fiscal year 2018.

- (R) A certification that the contract is legally sufficient, including whether the proposed contractor has any pending legal claims against the District:**

The proposed contract modification has been reviewed for legal sufficiency by the Office of the Attorney General and has been determined to be legal sufficient.

The proposed contractor does not have any currently pending legal claims against the District.

- (S) A certification that Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes. If the Citywide Clean Hands Database indicates that the proposed contractor is not current with its District taxes, either: (1) a certification that the contractor has worked out and is current with a payment schedule approved by the District; or (2) a certification that the contractor will be current with its District taxes after the District recovers any outstanding debt as provided under D.C. Official Code § 2-353.01(b):**

The Citywide database "Clean Hands" indicates the Contractor is current with its District taxes as of November 03, 2017.

- (T) A certification from the proposed contractor that it is current with its federal taxes, or has worked out and is current with a payment schedule approved by the federal government:**

Based on information contained in the Bidder Offeror certification form, Friendship Place has certified that it is current with its federal taxes.

- (U) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.*:**

Not a CBE.

- (V) Other aspects of the proposed contract that the Chief Procurement Officer considers significant:**

None

- (W) A statement indicating whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:**

Friendship Place is not debarred or suspended from Federal or District procurements, based on searches of the District Office of Contracting and Procurement (OCP) Excluded Parties List (EPLS) and the System for Award Management (SAM) database conducted on November 06, 2017.

**(X) Any determination and findings issues relating to the contract's formation, including any determination and findings made under D.C. Official Code § 2-352.05 (privatization contracts):**

The determination and findings for Contractor Responsibility, dated November 07, 2017.

The determination and findings for Price Reasonableness, dated November 07, 2017.

The determination and findings for Cost-Reimbursable Line Item, dated November 07, 2017.

**(Y) Where the contract, and any amendments or modifications, if executed, will be made available online:**

The contract is available on the Office of Contracting and Procurement website, [www.ocp.dc.gov](http://www.ocp.dc.gov).

**(Z) Where the original solicitation, and any amendments or modifications, will be made available online:**

The solicitation and its amendments are available on the Office of Contracting and Procurement website, [www.ocp.dc.gov](http://www.ocp.dc.gov).