

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCMR § 4320.7.

**2. Minimum Need:**

The District of Columbia Public Library requires a team of expert consultants to assist with digitization for online public content of historical Special Collections. Work includes an evaluation of current workflow and staff management practices; training and assistance for Library staff with migration of digitized material into the CONTENTdm Digital Asset Management System (DAMS); and digitization of a 1500 color image collection of 35mm slides. Work will follow best practices from like institutions and Digital Public Library of America (DPLA). This is a 5.5 day project, plus digitization service, with a combination of on-site and off-site work.

**3. Estimated Fair and Reasonable Price:**

\$10,500.00

**4. Facts That Justify a Sole Source Procurement:**

- A. DC Public Library is a dues-paying member of Lyrasis, a library consortium specializing in digital strategy/preservation and provision of discounted benefits and services.
- B. Lyrasis is the only library consortium of its kind involved in ongoing collaboration and thought leadership with the Digital Public Library of America (i.e. staff serve as convening members on two DPLA work-streams, members receive timely and tailored communication on new developments).
- C. Lyrasis has a unique combination of expertise relevant to the effort at DC Public Library;
  - Established mass-digitization collaborative with non-profit Internet Archive;
  - Among the only national providers with a centrally coordinated Digitization Department and team

- A built-in referral network for quick execution on digital plans and strategy.
- D.** Lyrasis can seamlessly combine a custom Special Collections staff training within the overall project.
- E.** DC Public Library has worked with Lyrasis in the past, with excellent results.
- F.** The price is fair and reasonable. As a member, the Library receives a deep discount on services.

Therefore, Lyrasis is the best and cost-effective choice for this project.

**5. Certification By the Contract Specialist:**

I hereby certify that the above facts are accurate and complete.

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Contract Specialist

\_\_\_\_\_

Date

**DETERMINATION**

Based on the above findings and in accordance with the DCPL Procurement Regulations, 19 DCMR § 4320.7 I hereby determine that the award of a sole source contract for the services described herein is in the best interest of the D.C. Public Library.

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Contracting Officer

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Date