

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT  
FINDINGS**

1. **Authorization:**

19 DCMR § 4320.7.

2. **Minimum Need:**

The District of Columbia Public Library has a need to hire a consultant in order to train its staff to implement the programmatic portion of the citywide early literacy public services campaign. The consultant will train DCPL staff in the principles and practices of the American Library Association's early literacy initiative, Every Child Ready to Read @ Your Library on two separate dates in August 2013. During the training in June the DC Public Library staff who work with children were trained. This training will now be extended to all Public Services staff.

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

\$5,300.00

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

- A. The Every Child Ready to Read @ Your Library program is based on considerable scientific research regarding the effect the public library can have on the early literacy achievement of young children in the Library's community. Components of the program, including the training of staff and the development of written materials, require considerable familiarity with the resources and strengths of the public library in the area of early childhood services, specifically literacy and language development. While the training will be based on Every Child Ready to Read, it will have components specific to the needs of Washington, D.C. and its ongoing early literacy campaign which is based on the DCPL initiative known as Sing, Talk and Read.
- B. Saroj Ghoting is a local and national leader in the area of public library services to young children. She is an authorized trainer of the American Library Association's Every Child Ready to Read @ the Library program, and she is the co-author of **Early Literacy Storytimes@ your library**, published by the American Library Association.
- C. While there are other authorized trainers in the United States, Saroj Ghoting, a resident of Virginia, is the trainer who lives closest to

Washington, D.C. Ms. Ghoting is also familiar with the early literacy initiative of the DC Public Library known as Sing, Talk and Read and is in a unique position to tailor the trainer to the needs of DCPL staff.

- D. The District of Columbia Library needs the expertise of a trainer and consultant who is able both to train staff in how to implement the Every Child Ready to Read @ Your Library program and to support the STAR early literacy public service campaign.

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

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

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Contract Specialist

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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