

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**CAPTION:** 3M Self-Check Annual Service Maintenance Agreement

**PROPOSED CONTRACTOR:** 3M

**PROGRAM AGENCY:** District of Columbia Public Library  
Office of Information Technology

**FINDINGS**

**1. Authorization:**

D.C. Official Code §2-354.04, 19 DCMR §4320.7

**2. Minimum Need:**

The District of Columbia Public Library (DCPL) has a need to renew for another year, the 3M Service Maintenance Agreement for the 3M self-check kiosks located in the Martin Luther King Jr. Memorial Library and its 25 neighborhood branch libraries.

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

\$19,816.19

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

- A. The 3M self-check kiosk software and hardware are used by DCPL customers to check out physical materials from 26 DCPL locations across the District, check customers' account status, view reading recommendations and library announcements.
- B. 3M is the developer and sole provider of 3M self-check kiosk software and hardware service maintenance and support.
- C. 3M self-check kiosks are proprietary software and hardware products that are only available from 3M and 3M retains the exclusive copyright, trade secret and patent rights to the 3M self-check kiosk software and hardware.
- D. 3M has sole knowledge of the development of the software and hardware configuration requirements exclusive to the 3M self-check kiosks.
- E. In consideration of the above, 3M is the only source able to provide the service maintenance required by DCPL.

**5. CERTIFICATION BY THE OFFICE OF INFORMATION TECHNOLOGY:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cedric Givens  
Deputy IT Director

**6. CERTIFICATION BY THE CONTRACT SPECIALIST:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority, I certify that the notice of intent to award a sole source procurement was published in accordance with D.C. Official Code §2-354.04 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source method of procurement for this proposed action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Darryn Martin  
Contract Specialist

**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 this sole source action for the services described herein is in the best interest of the District of Columbia Public Library.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane Wooden  
Chief Procurement Officer