

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library requires 45-50 hours of subject matter expertise for content development and program analysis on the DC By the Book technology project, an interactive website that plots passages from DC literature on a google-style map. Experts must be knowledgeable of content development and programmatic activities to date. These services are part of a competitive LSTA grant award and should be coordinated by our technology partner, Beekeeper Group, at cost.

3. Estimated Fair and Reasonable Price:

\$4,000.00

4. Facts That Justify a Sole Source Procurement:

- A. Beekeeper Group is the designated technology partner on the LSTA grant award. They are providing the work at cost. There is no charge for staff time from Beekeeper's Chief Technology Officer Henri Makembe and other internal staff resources.
- B. Beekeeper's direct costs were listed and approved in the LSTA grant award, including url purchase, site design, coding, and designated subject matter experts in DC fiction and literature. A modification to reappropriation funds for 45-50 additional hours for subject matter expertise has been approved.
- C. Beekeeper has already worked with designated subject matter experts on this project, with excellent results.
- D. Beekeeper is knowledgeable about the goals and objectives of the project. They provided input and expertise to development of the grant proposal, which resulted in award.

E. The price is fair and reasonable. The work is being provided pro bono with the exception of direct costs. Subject matter experts receive a pre-negotiated rate that was approved in the original grant.

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

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

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.

Contracting Officer

Date