

**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 purchase online Universal Class Subscription.

3. Estimated Fair and Reasonable Price:

\$9,000.00.

4. Facts That Justify a Sole Source Procurement:

- A.** The mission of the District of Columbia Public Library is to provide equitable access to information tailored to customer needs, equipping people to learn throughout their lives, embracing diversity and building a thriving city. To support the mission, the Library has need of a tool to provide patrons with online access to a comprehensive, interactive online learning platform.
- B.** Recorded Books LLC provides online access for library customers to over 500 self-paced professional and personal development courses. Once a customer joins a class through the library's online portal, they may do the following:
- Join a class.
 - View personal awards and online transcripts.
 - Access resources and guides.
 - Track their progress and fully master the content of online course.
 - Print Continuing Education Unit Certificates for selected courses.

- C. Universal Class features a library administrative site with reporting remote patron access 24/7. Students work with real instructors and connect with other students.
- D. Some of the over 500 courses include Accounting and Bookkeeping, Arts and Photography, Business, Career Training, Computers and Technology, Cooking, Entrepreneurship, Financial Management, GED Training, Home and Garden, Homeschooling, Language Arts, Mathematics, Office Skills, Pet and Animal Care, Real Estate, Religious Studies, Self-Help, Teacher Tools, Test Preparation, Web Development and Writing Help.
- E. Recorded Books LLC is the sole source provider of access to Universal Class to public libraries.

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