

**DISTRICT OF COLUMBIA LIBRARY  
DETERMINATION & FINDINGS FOR MANDATORY SET-ASIDE OF  
CONTRACTS \$250,000.00 OR LESS**

**1. AUTHORIZATION**

DC Official Code Section § 2-218.44 and 2-218.45

**2. MINIMUM NEED**

The District of Columbia Public Library (DCPL) has a need for United Parcel Service mail and package delivery services.

**3. CONTRACTOR**

United Parcel Service

**4. ESTIMATED REASONABLE PRICE**

\$500.00

**5. FACTS WHICH JUSTIFY AWARD TO OTHER THAN A CERTIFIED SMALL BUSINESS ENTERPRISE (SBE) OR CERTIFIED BUSINESS ENTERPRISE (CBE) CONTRACTOR**

In an effort to comply with District Certified Business Enterprise rules and regulations, the DCPL Contract Specialist (CS) reviewed the DC Supply Schedule Categories on the Office of Contracting and Procurement website and found no schedule that included the aforementioned services. In addition, an NIGP Code word search on the Department of Small and Local Business Development website found no CBE's using the NIGP codes 915-59-20 (Express Air Mail Delivery Service, Next Day, For Letter Mail, Within the Contiguous 48 United States), 915-59-33 (Addressee's Normal Business Day to Locations within the Contiguous 48 United States), and 915-59-57 (Pickup Charges, Carrier [Express Mail]). A search using NIGP code 915-59-00 resulted in four (4) CBEs. However, upon further review, it was determined that the CBE's did not provide the same level of express mail service as United Parcel Service.

Therefore, a purchase order was issued to United Parcel Service on October 26, 2016.

**6. CERTIFICATION BY THE CONTRACT SPECIALIST**

I have reviewed the above findings and certify that they are sufficient to justify the procurement of goods and services from other than a SBE or CBE contractor in accordance with DC Official Code Section 2-218.44 and 2-218.45 and recommend that the Chief Procurement Officer approve this proposed action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Darryn A. Martin  
Contract Specialist

**DETERMINATION**

Based on the above findings and in accordance with the DCPL Procurement Regulations, DC Official Code Section 2-218.44 and 2-218.45, I hereby determine that the award of this procurement action for the goods or services described herein is in the best interest of the District of Columbia Public Library.

11/2/16  
Date

Diane Wooden  
Diane Wooden  
Chief Procurement Officer