

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library (DCPL) is seeking to obtain an automated printer supply replenishment and warranty/break fix support contractor. DCPL is seeking to utilize such a service to reduce toner acquisition costs and service costs, in order to offset budget cuts. There are 175 printers located at 26 locations requiring this service.

3. Estimated Fair and Reasonable Price:

\$27,900.00.

4. Facts That Justify a Sole Source Procurement:

- A.** Capital Office solutions is the only firm offering an automated, software based solution that uses the internet to monitor toner levels then automatically places an order based on this data . This is a proprietary technology, exclusively offered directly by them. They have no resellers for this, and it is bundled with break/fix/warranty service.
- B.** There are no LSDBE vendors that offer a software-based solution to ordering as part of a break/fix agreement.
- C.** In consideration of the above, Capital Office Solutions is the only source that can provide the maintenance and service required by DCPL.

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