

**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 a vendor to conduct creative writing courses for its FY-17 Adult Neighborhood Library Programs.

3. CONTRACTOR

David L. Hoof

4. ESTIMATED REASONABLE PRICE

\$2,750.00

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

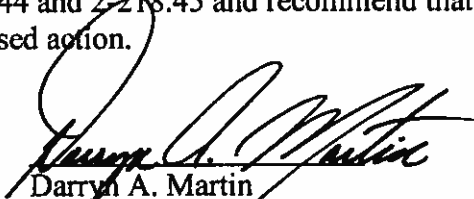
The DC Public Library (DCPL) has a need for an author to conduct a series of creative writing classes at the Georgetown Library on the 2nd and 4th Saturdays during the months March through August 2017. Dr. David L. Hoof, Professor Emeritus teaches creative writing classes at Georgetown University. In addition, Dr. Hoof is the author of several successful novels.

However, 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 required services. Also, a NIGP Code word search on the Department of Small and Local Business Development website under “authors” and “writers” yielded no records. Therefore, a purchase order was issued to Dr. David L. Hoof on February 27, 2017.

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.


2/27/2017
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.

3/8/17
Date


Diane Wooden
Chief Procurement Officer