

**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) is seeking a Contractor to provide all labor, supervision, tools, equipment, and supplies to create and install signs showing the new operating hours for each of DCPL's 25 neighborhood library locations.

3. ESTIMATED REASONABLE PRICE

\$7,437.95

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

DCPL Office of Procurement issued a Request for Quotations (RFQ) on April 11, 2017 to three (3) Certified Business Enterprises (CBEs) for the aforementioned service. As of April 13, 2017, the submission deadline, none of the vendors submitted a quote for the service. Therefore, the Office of Procurement contacted non-CBE Creative Signs & Graphics, LLC (dba SignaramaDC), who submitted a quote for the aforementioned service.

Creative Signs & Graphics, LLC is the preferred contractor with over 20 years of experience producing library signage for DC Public Library and other local library districts within the Metropolitan area. SignaramaDC has the historical knowledge that includes signage requirements specific to the DC Public Library which include signage specifications, fonts, style guidelines, measurements.

For this project which includes code-compliant signage such as ADA and elevator signage, as well as library industry-specific and custom directional signage, other CBE sign vendors have no previous experience working with the DC Public Library, nor do their online photo galleries demonstrate their ability to provide signage specific to this project's scope of work.

As a result, a purchase order was issued to Creative Signs & Graphics, LLC on April 27, 2017.

5. 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.

5/2/2017
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.

5/2/17
Date


Diane Wooden
Chief Procurement Officer