

**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 provide catering services for a luncheon for the Morehouse College Glee Club to be held on March 23, 2018.

**3. CONTRACTOR**

Leah Todd, Feast in a Basket

**4. ESTIMATED REASONABLE PRICE**

\$2,400.00

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

DCPL Office Procurement issued a Request for Quote (RFQ) on January 31, 2018 to three (3) Small-Business Enterprises (SBEs) and one (1) non-SBEs. The Procurement Office received responses from one non-SBE and one SBE by the submission deadline of February 16, 2018. After examining the pricing submitted by the SBE, the Office of Procurement determined that the SBE did not meet the specified requirements, nor did it schedule a site visit with the Program Office, as was required in the initial RFQ.

Therefore, a purchase order was issued on February 21, 2018 to Leah Todd, Feast in a Basket.

**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.

2/21/2018  
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.

2/23/18  
Date

  
Diane Wooden  
Chief Procurement Officer