

**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 to procure address cards in braille for its Department of Adaptive Services for FY19.

3. CONTRACTOR

Litho Press, Inc.

4. ESTIMATED REASONABLE PRICE

\$2,181.00

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

DCPL Office of Procurement processed a requisition dated April 23, 2019 for address cards in braille for its Department of Adaptive Services. After performing a search on the DSLBD website, using the NIGP codes 9660000 (Printing and Related Services), 8408480 (TV, Closed Circuit, Visually Impaired), and 710286 (Video Magnification Equipment, Closed Circuit, Visually Impaired), the Office of Procurement did not find any Certified Business Enterprise (CBE) that provides this specific product.

Therefore, a purchase order was issued to Litho Press, Inc. on May 13, 2019.

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.

5/22/19
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.

5/21/19
Date


Diane Wooden
Chief Procurement Officer