

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library (DCPL) has the need to procure the services of a consultant to assess and make recommendations regarding the information technology environment, organizational structure, and assist in the recruitment of a new IT manager.

3. Estimated Fair and Reasonable Price:

\$23,000.00

4. Facts That Justify a Sole Source Procurement:

DCPL is in need of consultant services to continue to provide a high level assessment and inventory of the Information Technology Department's infrastructure and human capital. The project will identify activities and priorities for maintaining the operational stability and on-going work of DCPL IT, and will assist in the recruitment for a new CIO.

Recently, the departure of the former CIO and many critical staff decimated the IT service level at DCPL. There was an imminent need to provide continuity of service and shore up the departmental deficiencies. Also, DCPL has been in the process of reopening one renovated branch and one new branch; effective IT services are fundamental to any library facility opening.

Lance Murty Associates will continue to assess current work activities, status and priorities, meet with library management and select staff to attain an overview and discussion of DCPL's strengths and weaknesses, outstanding issues/concerns, communications networks, and possible future directions. Also, the Consultant will continue to evaluate DCPL's current functions, computer environment and network, SirsiDynix agreement, immediate/short term/long term plans, and staffing needs for training and cross training. Lance Murty Associates will make recommendations for the immediate/short term, and provide a framework for long term planning. Also, staff positions and position descriptions will be reviewed and updated, and job description(s) will be developed, based on library needs. The IT Consultant will establish a recruitment strategy for a new IT Manager.

Lance Murty Associates is an experienced provider of consultant services for the provision of public library assessments for IT infrastructure and human capital. He has extensive library IT experience, including IT Manager at Multnomah County Library,

Portland, Oregon and IT consultant services in Boston, Massachusetts.

Lance Murty Associates will provide a final report on the deliverables as outlined in his scope of work.

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