

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCPL 4320.7.

**2. Minimum Need:**

The D.C. Public Library seeks the services of a consultant to provide system administration, user support, training and documentation, and integration services on the Pharos uniprint and Pharos VX3 customer time management system. This system is used to control computer access time at all 409 public access computers. It is also used to collect funds and manage print and copy jobs at 36 copiers throughout the system.

Keeping this system running and providing support to DCPL staff is an integral function of the ITS department. Funds collected from the E rate reimbursement program are used to support the purchase and ongoing operation of this system.

**3. Estimated Fair and Reasonable Price:**

\$8,180.00

**4. Facts that Justify a Sole Source Procurement:**

- A. Pharos Systems International, Inc. is uniquely positioned to provide expert level support, having gained experience with this software through a direct partnership with the manufacturer. It would not be possible to obtain the same level of expertise on the open market.
- B. Pharos Systems International, Inc. has unique knowledge of the DCPL environment which enables them to perform this task in a highly efficient manner; a competitor would not be able to perform this task at the same level of efficiency, thereby costing DCPL more money.
- C. DCPL has no in-house expertise capable of providing these services. At the conclusion of this agreement, an ITS staff member will be able to assume these duties.

D. Attempting to secure similar services on the open market could result in an unsuccessful E-rate application submission. DCPL is in need of the funding from the E-rate program to provide services to District residents.

**5. 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