

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library requires the CONTENTdm digital asset management system (DAMS) for digitization of photographs and other special collections materials from the Library's Washingtoniana Collection. The DAMS must follow industry-standard practices for import and export of metadata, and include a self-service tool to upload collection metadata to the Worldcat database for maximum discoverability. The public user interface and the backend must be designed to be managed by front-line librarians with minimal consultation from IT. The DAMS should be a hosted solution with an option for digital archival "dark" preservation storage for high resolution copies.

3. Estimated Fair and Reasonable Price:

\$12,845.00

4. Facts That Justify a Sole Source Procurement:

- A. An independent technology assessment by the Lyrasis library consortium recommended CONTENTdm as the only product that would meet the library's minimum need.
- B. Libraries in Washington, DC may only obtain CONTENTdm and corresponding support services from OCLC, a nonprofit organization which has been granted 501(c)(3) status by the IRS.
- C. CONTENTdm is widely adopted by public libraries nationwide with favorable results.
- D. The price is fair and reasonable.

Therefore, OCLC is the best and cost-effective choice for this project.

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