

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization

19 DCMR § 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 public access computers. It is also used to collect funds and manage print and copy jobs at all public copiers throughout the system.

Keeping this system running and providing support to DCPL staff is an integral function of the ITS department. LSTA funds will be used to support the purchase.

3. Estimated Fair and Reasonable Price:

\$9,500.00

4. Facts that Justify Sole Source:

- 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.

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