

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CAPTION: Staff Team Building Training

CONTRACTOR: JBC Learning Systems, LLC

PROGRAM AGENCY: District of Columbia Public Library (DCPL), Public Services
Martin Luther King Jr. Central Library (MLK)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04.

2. MINIMUM NEED:

DCPL Public Services, MLK has a need for staff training, focusing on team building and staff and team performance. Current need focuses on new teams at three (3) neighborhood libraries (Southwest, Bellevue and Benning) and four (4) MLK Departments (Adult, Circulation, First Floor and Youth).

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is \$12,000 (\$1700 per course with materials, plus administrative fees).

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

1. JBC Learning Systems, LLC has previous experience doing team building and training for DCPL Public Services staff.
2. The principal has demonstrated deep knowledge of the DCPL operations, and has tailored True Colors curriculum and materials, as well as team building exercises, to the needs of DCPL Public Services staff.
3. Given previous work with five (5) Public Services branch library teams, training of seven (7) more teams by JBC Learning Systems maintains continuity of work across the system of twenty-six (26) libraries.
4. JBC Learning Systems, LLC has received high marks on staff evaluations of previous work, demonstrating quality of the work.

5. CERTIFICATION BY THE DIRECTOR OF PUBLIC SERVICES, MLK:

I hereby certify that the above facts are accurate and complete.

Maryann James-Daly

Date

6. CERTIFICATION BY THE CONTRACT SPECIALIST:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority, I certify that the notice of intent to award a sole source contract was published in accordance with D.C. Official Code §2-354.04 and that no response was received. I recommend that the DCPL Chief Procurement Officer approve the use of the sole source procurement method for this proposed procurement action.

Latoya Beard
Contract Specialist

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or §2-354.03). Accordingly, I determine that the District of Columbia Public Library is justified in using the sole source method of procurement.

Diane Wooden
Chief Procurement Officer

Date