

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCMR § 4320.7.

**2. Minimum Need:**

The District of Columbia Public Library has the need to procure services from Learning Express Library Online - annual renewal for subscription – 9/1/13 – 8/31/14 and Job and Career Accelerator Online new subscription - 9/1/13 – 8/31/14.

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

\$35,760.00

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

The mission of the District of Columbia Public Library is to provide equitable access to information tailored to customer needs, equipping people to learn throughout their lives, embracing diversity and building a thriving city. To support the mission, the Library has need of a tool to provide patrons with online access to a comprehensive, interactive online learning platform of practice tests and tutorial course series and online job search tools.

LearningExpress, LLC was founded in 1995 to provide customized test-preparation materials for students and adults who were looking to improve their performance on academic, licensing, and certification exams. The company quickly emerged as an industry leader in the field of customized test-preparation and as an expert source for information on targeted careers, vocational professions, and academic exams.

The following features are unique to the Learning Express Library platform integrated with Job and Career Accelerator:

Features of the Library Site License Program include:

- Online practice tests that are true previews of the official exams.
- Instant scoring and individual analysis to help your patrons improve and understand their test scores.

- Explanations of both right and wrong answers to promote understanding and retention
- Access to exams for an unlimited number of patrons simultaneously.

**LearningExpress Library** is the only resource that combines:

- **Test Preparation, Practice Exams and Courses** for GED, ACT, SAT, PSAT, GMAT, LSAT, Postal Worker, ASVAB, Police, Fire, EMS, Citizenship, TOEFL-IBT, CLEP, Court Officer, Parole Officer, CDL, Plumbing, Electrical, Medical Asst., Dental Asstl, Pharmacy, Technician, Radiology and others.
- **Job and Career Help Center**, which includes a Business Writing Help Center, takes your patrons through the entire job search process: from finding the job that is right for them; to creating resumes and cover letters, and networking and interviewing. These programs give your patrons the tools to succeed in their job search and the workplace.
- **Writing Improvement Program with instant essay scoring** that offers writers from elementary school students through adults unique opportunities to improve their writing skills by providing instant online scoring and analysis of their writing. Your patrons will have access to course tutorials and 33 different essay writing practices for the GED and SAT, as well as, elementary through high school students to adult writers. This is a particularly valuable tool with the addition of a timed essay section added to both the GED and SAT exams in 2005.
- **Computer Skills Tutorials** that provide access to over 50 easy-to use self-paced courses. All tutorials are completely interactive and help learners of any age and experience level develop the computing skills necessary for success in the workplace, school, and everyday life. Approved by the Microsoft Office Specialist Program, these tutorials provide practical, sound instruction on how to use various software applications including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access and more.
- **In 2012 added** the NCLEX-RN Practice exam, *Praxis II: PLT: Early Childhood Practice Tests, Praxis II: PLT: Grades K–6 Practice Tests, Praxis II: PLT: Grades 5–9 Practice Tests, Praxis II: PLT: Grades 7–12 Practice Tests, PANCE Practice Tests(Physicians Assistant) National Career Readiness Certificate (NCRC) Practice Assessments, Additional Praxis I PPST Practice Exams, Additional Border Patrol Exams, Additional, updated Civil Service Practice Exams, ASSET Practice Tests, COMPASS Practice Tests, Secondary School Admissions Test (SSAT) Practice Exams, Additional SAT Practice Exams, and more e-books.*

**Job and Career Accelerator** integrates with Learning Express Library and provides resume and cover letter creation, job searching, career exploration, and skill building into one single system to provide a completely unique platform. The unique integration of data in this platform is not available in any other commercially available job search application.

5. **Certification By the Contract Specialist:**

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

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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.

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Contracting Officer

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Date