

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Public Library requires a team of expert consultants to provide digitization planning for online public content of historical Special Collections. Scope of work includes a technology assessment, preparation of metadata style guide, digital collections policy with staff selection exercise, a preservation readiness assessment (traditional as well as digital), and formulation of an integrated Program Plan. All work must be based on standards and guidelines from the Digital Public Library of America (DPLA). This is an 18-day project, with a combination of on-site and off-site work.

3. Estimated Fair and Reasonable Price:

\$24,500.00

4. Facts That Justify a Sole Source Procurement:

- A. The Digital Public Library of America (DPLA) is the industry thought leader for library digitization and accessibility. When correctly adopted, DPLA standards and guidelines enable seamless data-sharing and discoverability across institutions.
- B. DC Public Library is a dues-paying member of Lyrasis, a library consortium specializing in digital strategy/preservation and provision of discounted benefits and services.
- C. Lyrasis is the only organization that is not an individual library and not a funder that works in close collaboration and contributes thought leadership to the Digital Public Library of America (i.e. staff serves as convening members on two DPLA work-streams, members receive timely and tailored communication on new developments). Therefore, they are the only consulting resource with the required expertise for this project.

- D. Lyrasis has a centrally coordinated Digitization Department team, which allows for the required team approach.
- E. Lyrasis can seamlessly combine a custom Special Collections staff training within the overall project.
- F. DC Public Library has worked with Lyrasis in the past, with excellent results.
- G. The price is fair and reasonable. As a member, the Library receives a deep discount on services.

Therefore, Lyrasis is the best and most 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