

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

RQ NO.: RQ 858560

CAPTION: DCPL ArchivesSpace and Oral History Digitization

PROPOSED CONTRACTOR: Lyrasis

PROGRAM AGENCY: Office of Public Services / Special Collections

FINDINGS

1. Authorization:

19 DCMR §4320.7 and D.C. Official Code §2-354.04.

2. Minimum Need:

The District of Columbia Public Library (DCPL) has a need for a hosted instance of ArchivesSpace and coordinated digitization of the library's analog oral history collection and associated transcripts. ArchivesSpace is an Archives Resource Management System (ARMS) product for Special Collections. Staff training at implementation and a membership in the non-profit open-source ArchivesSpace community must be included. Coordinated digitization of the library's analog oral history collection and associated transcripts must include master files for 500 cassette tapes prepared using established standards from the AES and IASA; service copies prepared at a lower resolution of CD quality - 44,100 samples per second and a bit depth of 16); and digitization of 11,200 manuscript pages.

3. Estimated Reasonable Price:

\$30,266

4. Facts Which Justify Sole Source Procurement:

- A. 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.
- B. Lyrasis is the only entity who offers hosting service for the open source product ArchivesSpace, including staff training at implementation. They are the only organization that coordinates memberships in the non-profit open-source ArchivesSpace community.
- C. Lyrasis is the only library consortium of its kind with a digitization collaborative that handles both analog and manuscript formats for oral history digitization.

- D. The DC Public Library has worked with Lyrasis in the past, with excellent results.
- E. The price is fair and reasonable. As a member, the Library receives a deep discount on services.

5. CERTIFICATION BY THE OFFICE OF PUBLIC SERVICES / SPECIAL COLLECTIONS:

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

Date

Kimberly Zabrud
Special Collections Manager

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 procurement was published in accordance with D.C. Official Code §2-354.04 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source method of procurement for this proposed action.

Date

Darryn Martin

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 this sole source action for the services described herein is in the best interest of the District of Columbia Public Library.

Date

Diane Wooden
Chief Procurement Officer