

**DETERMINATION & FINDINGS FOR MANDATORY SET-ASIDE OF  
CONTRACTS \$250,000.00 OR LESS**

**1. AUTHORIZATION**

DC Official Code Section 2-218.44 and 2-218.45

**2. MINIMUM NEED**

The District of Columbia Public Library (DCPL) has a need for a Contractor to provide polyester label protectors for the Office of Collections Development & Management.

**3. CONTRACTOR**

DEMCO

**4. ESTIMATED REASONABLE PRICE**

\$1,331.40

**5. FACTS WHICH JUSTIFY AWARD TO OTHER THAN A CERTIFIED SMALL  
BUSINESS ENTERPRISE (SBE) OR CERTIFIED BUSINESS ENTERPRISE  
(CBE) CONTRACTOR**

DCPL searched the DSLBD website and the DC Supply Schedule on the OCP website in an effort to find certified businesses that could provide polyester label protectors. DCPL could not find any SBE/CBE businesses on either website. DCPL also contacted three (3) CBEs: Al's Office Products, Capital Services and Supplies, and Standard Office Supplies, and none of them could supply this particular product. As a result, DCPL issued a purchase order to DEMCO, Inc. on November 16, 2015.

**6. CERTIFICATION BY THE CONTRACT SPECIALIST**

I have reviewed the above findings and certify that they are sufficient to justify the procurement of goods and services from other than a SBE or CBE contractor in accordance with DC Official Code Section 2-218.44 and 2-218.45 and recommend that the Chief Procurement Officer approve this proposed action.

11/16/2015  
Date

  
Darryn A. Martin  
Contract Specialist

## DETERMINATION

Based on the above findings and in accordance with the DCPL Procurement Regulations, DC Official Code Section 2-218.44 and 2-218.45, I hereby determine that the award of this procurement action for the goods or services described herein is in the best interest of the District of Columbia Public Library.

11/16/15  
Date

  
Diane Wooden  
Diane Wooden  
Chief Procurement Officer