

**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 Library (DCPL) has a need for a Contractor to furnish and deliver Kapco polyester label protectors used by the Department of Collections Development & Management to protect book spines, gutters and bar codes from damage.

**3. ESTIMATED REASONABLE PRICE**

\$1,331.40

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

DCPL procurement staff contacted the following three (3) SBE's to request a quote for the item: Al's Office Products, Capital Services and Supplies, and Standard Office Supply. None of the above SBE vendors could supply the item. As a result, DCPL issued a purchase order to Demco Inc. for the label protectors.

**5. 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.

12/26/2015  
Date

  
Darryn 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