

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

RQ NO.: RQ911797

CAPTION: DCPL Music Portal White Label Development

PROPOSED CONTRACTOR: Interactive Mechanics

PROGRAM AGENCY: Office of Public Services / Special Collections

FINDINGS

1. Authorization:

19 DCMR §4320.

2. Minimum Need:

The District of Columbia Public Library (DCPL) has a need for a contractor to provide white label development for a curated online music portal, with reusable Drupal templates modeled on the current punk portal. Templates must meet same customized requirements as the existing portal (presentation, user engagement and interaction, alignment of functionality and design).

3. Estimated Reasonable Price:

\$13,081.00

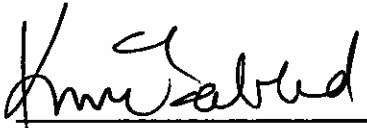
4. Facts Which Justify Sole Source Procurement:

- A.** Under a competitive bid process in 2015, DCPL selected Interactive Mechanics to design and develop a website portal for digital collections from the DC Punk Archive.
- B.** It is now necessary for DCPL to expand the website portal to include white label template development to accommodate the curation of future music and exhibition projects for other special collections areas.
- C.** It would be cost effective and in the best interest of DCPL to solicit these needed services from the contractor because it would eliminate substantial duplication of costs related to website design and function that would not be recovered and would cause unacceptable delays in fulfilling program needs for the department.

- D. The punk portal is currently under warranty with the contractor, so adjustments and incorporation of new templates can be seamlessly incorporated.
- E. The contractor has a unique combination of expertise in Drupal, archival and audiovisual collection delivery, and local music subject genres.
- F. The price is fair and reasonable.

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

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

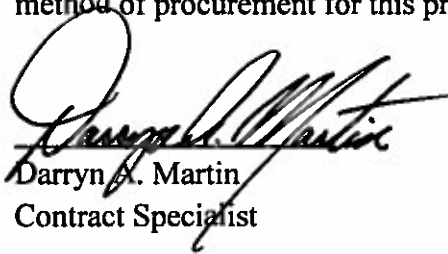


Kim Zablud
Assistant Director

12/14/15
Date

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 action was not published in accordance with DCPL Procurement Regulation Title 19 DCMR, Chapter 43, Section 4320.2, as the procurement action is less than \$100,000. I recommend that the Chief Procurement Officer approve the use of the sole source method of procurement for this proposed action.



Darryn A. Martin
Contract Specialist

12/24/15
Date