1. **AUTHORIZATION**

DC Official Code § 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 instruction and examination of food instruction and management.

3. **CONTRACTOR**

NCS Systems, Inc.

4. **ESTIMATED REASONABLE PRICE**

$600.00

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

This service is competition exempt in accordance with DC Code § 2-354.13(7): Job-related seminars and training for District employees.

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.

Date: 1/11/2016

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.

\[Date\]

Diane Wooden
Chief Procurement Officer