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 Kapco Polyester label protectors for its Department of Collections Development and Management.

3. **CONTRACTOR**

DEMCO, INC.

4. **ESTIMATED REASONABLE PRICE**

$2,200.00

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

DCPL Office of Procurement contacted three (3) and received quotes from two (2). Although both SBEs do provide label protectors, one SBE’s quoted price was 17% higher, while the second SBE’s quote price was 30% higher. In accordance with DC Code § 2-218.45, DCPL may decline award to the SBE if the price is 12% higher than the open market price. Therefore, a purchase order was awarded to Demco, Inc. on March 1, 2016.

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.

_Darryl A. Martin_  
Date: 3/3/16
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.

3/3/14
Date

Diane Wooden
Chief Procurement Officer