

**DISTRICT OF COLUMBIA LIBRARY  
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), Department of Facilities Management has a need to add additional funding for postage to the Hasler Mailing System (Hasler) equipment located in the 4<sup>th</sup> floor mailroom of the Martin Luther King Jr. Memorial Library.

**3. CONTRACTOR**

MailFinance

**4. ESTIMATED REASONABLE PRICE**

\$10,000

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

**A.** MailFinance, a Neopost USA Company, is the sole provider of Hasler equipment in the Mid- Atlantic Region and the third-party postage meter account with Hasler for postage and other mail services is non-transferable.

**B.** In addition, DC Official Code Section 2-354.13(11) - Competition Exemptions states that "Contracts for the following procurements shall be exempt from the competition requirements established by this chapter." Specifically, Exemption No. (11) states the following:

Postage;

**C.** As a result, DCPL issued a Purchase Order to MailFinance on March 4, 2016.

**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 service described herein is in the best interest of the District of Columbia Public Library.

3/4/16  
Date

  
Diane Wooden  
Chief Procurement Officer