

**DETERMINATION & FINDINGS FOR MANDATORY SET-ASIDE OF  
CONTRACTS \$250,000.00 OR LESS**

**PO  
541399**

**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 creative hands-on drawing classes from a cartoonist level for the 2016 summer reading program.

**3. ESTIMATED REASONABLE PRICE**

\$1,050.00

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

DCPL searched the DSLBD website and the DC Supply Schedule on the OCP website in an effort to find certified businesses that could provide creative hands-on drawing classes from a cartoonist level for the 2016 summer reading program. DCPL could not find any SBE/CBE businesses on either website. As a result, DCPL issued a purchase order to Paul Merklein on April 20, 2016.


This service is part of DCPL's 2016 Summer Reading Program.

**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.

Date

4/25/16

  
Ameer M. Abdullah, Sr.  
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.

4/25/10  
Date

DW  
Diane Wooden  
Chief Procurement Officer