

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

PO  
561717

**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 interactive fun and writing workshops for the 2017 summer reading program.

**3. ESTIMATED REASONABLE PRICE**

\$750.00

**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 interactive fun and writing workshops for the 2017 summer reading program. DCPL could not find any SBE/CBE businesses on either website. As a result, DCPL issued a purchase order to Capitol Hill Arts Workshop on April 19, 2017.

This service is part of DCPL's 2017 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 4/19/17

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Ameer M. Abdullah, Sr.  
Contract Specialist