

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

PO  
583472

**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 fy18 staff day AV Equipment setup on an as needed basis.

**3. ESTIMATED REASONABLE PRICE**

\$675.00


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

DCPL issued a purchase order on May 16, 2018 to Digital Convention, LLC for staff day AV Equipment setup for May 22, 2018 staff day.

**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 5/9/18

  
\_\_\_\_\_  
Ameer M. Abdullah, Sr.  
Contract Specialist

283415  
60

Y

2/1/13

**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.

5/24/18  
Date

DW  
Diane Wooden  
Chief Procurement Officer

