SIMPLIFIED ACQUISITION CONTRACT FILE CHECKLIST

Requisition No: RK102898       Purchase Order No: PO591649

Caption: E-SUBSCRIPTION

Program Office: COLLECTIONS

Contact Name: D. DAVIS       Contact Telephone No: (202) 727-1031

Contractor Name: PROQUEST

Contractor Contact: CUSTOMER SERVICE  Contractor Telephone: 800-521-0600

LSDBE Certification No.:   

LSDBE Certification Exp. Date:    P

Tab 1  BPA/Purchase Order Agreement
Tab 2  Purchase Order/Requisition
Tab 3  Quote
Tab 4  Bid Analysis
Tab 5  Determination of Sole Source/Emergency
Tab 6  Determination of Reasonable Price & Award
Tab 7  Request Quotation/Statement of Work
Tab 8  List of Potential Bidders
Tab 9  Federal and DC Excluded Parties List (if applicable)
Tab 10 Other (Memo to File)
SIMPLIFIED ACQUISITION CONTRACT FILE CHECKLIST

Pursuant to the Simplified Acquisition Contract File Checklist, I hereby certify that all documents checked above are included in this contract file.

Ameer M. Abdullah, Sr.  
Contract Specialist (Print)  
Signature  
Date  
10/9/18

Pursuant to the Simplified Acquisition Contract File Checklist, I hereby certify that I have reviewed the file and that all documents checked above are included in this contract file.

Diane Wooden  
Chief Procurement Officer  
Signature  
Date  
10/9/18
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) has a need for a Contractor to provide e-subscription services on an as needed basic.

3. ESTIMATED REASONABLE PRICE

$9,324.42

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

This acquisition falls under competition exemption code 2-354.13, number 12 (Purchases of advertising in all media, including electronic, subscriptions, memberships print radio, music and television).

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 10/9/18

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.

10/9/18
Date

Diane Wooden
Chief Procurement Officer
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DISTRICT OF COLUMBIA PUBLIC LIBRARY
DETERMINATION OF REASONABLE PRICE AND AWARD

PROGRAM OFFICE: MLK Library – COLLECTIONS
CAPTION: E SUBSCRIPTIONS
REQUISITION NUMBER: RK102898

In accordance with 19 DCMR, Chapter 43, Section 4307, I have determined that the price for this procurement is deemed reasonable based on the box checked below:

(a) Competition exemption in accordance with DC Official Code Section 2-354.13. ☐

(b) Non-competitive simplified procurement less than $10,000.00. ☐

(c) Comparison of proposed prices received in response to the solicitation. ☐

(d) Comparison of prior proposed prices and contract prices with current proposed prices for the same or similar items. ☐

(c) Best value analysis. ☐

(f) Comparison with competitive published price lists, published market prices of commodities, similar indexes, and discount or rebate arrangements. ☐

(g) Comparison of proposed prices with independent District cost estimates. ☐

(h) D.C. Supply Schedule/GSA Contract. ☐

Contract Specialist

Date 10/9/18
*** Electronic Invoicing Purchase Order. Please use https://vendorportal.dc.gov to register and submit invoices. ***

Order No: PO591649 - PROQUEST ON-LINE (WASHINGTON VPOST FINAL ED) FY19

Issued on Tue, 09 Oct, 2018

Grantee:
PROQUEST LLC
789 EAST EISENHOWER PARKWAY
PO BOX 1346
ANN ARBOR, MI 48106-1346
United States
Phone: 1800.521.0600.2551
Fax: 1734.997.4784
Contact

Recipient Address:
MLK Library - Collection Development and Management
901 G Street, NW, Room 417
Washington, DC 20001
United States

Bill To:
Please use https://vendorportal.dc.gov to register and submit invoices.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part Number</th>
<th>Unit</th>
<th>Qty</th>
<th>Need By</th>
<th>Unit Price</th>
<th>Extended Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Washington Post Final edition Digital ...</td>
<td>each 9.324.42</td>
<td>Fri, 12 Oct, 2018</td>
<td>$1.00 USD</td>
<td>$9.324.42 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Washington Post Final edition Digital Microfilm Online Subscription

|      | Total                                                                         |            |       |      |            |            | $9,324.42 USD   |

Comments

- COMMENT by aribusystem on 10/09/2018
The Contractor shall submit payment requests in electronic format through the DC Vendor Portal vendorportal.dc.gov by selecting the applicable purchase order number which is listed on the Contractors profile INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribusystem, Tue, 09 Oct, 2018)

- FOB is Destination unless specified otherwise (aribusystem, Tue, 09 Oct, 2018)

- ***GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOVE (aribusystem, Tue, 09 Oct, 2018)
### Requisition No. RK102898

**Issued on:** Fri, 05 Oct, 2018  
**Created on:** Fri, 05 Oct, 2018 by Dennis Davis

**Supplier:**  
PROQUEST LLC  
789 EAST EISENHOWER PARKWAY  
PO BOX 1346  
ANN ARBOR, MI 48106-1346  
United States  
Phone: 1800.521.0600.2551  
Fax: 734.997.4784  
Contact: LYNN BELL

**Ship To:**  
MLK Library - Collection Development and Management  
901 G Street, NW, Room 417  
Washington, DC 20001  
United States

**Bill To:**  
DC Public Library - Chief Financial Officer  
901 G Street NW Room 441  
Washington, DC 20001  
United States  
Phone: (202) 727-1198

**Deliver To:**  
Dennis Davis

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<td>$1.00 USD</td>
<td>$9,324.42 USD</td>
<td></td>
</tr>
</tbody>
</table>

Washington Post Final edition Digital Microfilm Online Subscription

**Total**  
$9,324.42 USD

**Status:** Submitted

### Approvals

<table>
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<tr>
<th>Required</th>
<th>Status</th>
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<th>Date</th>
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<tbody>
<tr>
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<td>Funds must be secured.</td>
<td>Funds Commit</td>
<td>Funds Commit</td>
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<tr>
<td>Required</td>
<td>Approved</td>
<td>Supervisor to approve non-catalog items</td>
<td>Sheryl Katzin</td>
<td>Sheryl Katzin</td>
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<td>Required</td>
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<td>Required</td>
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<td>The designated OCFO Budget Reviewer to approve</td>
<td>CEO Budget Reviewer 1</td>
<td>Rosemarie Pacana</td>
<td>Fri, 05 Oct, 2018</td>
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<tr>
<td>Required</td>
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<td></td>
<td>Ameer Abdullah</td>
<td></td>
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<tr>
<td>Required</td>
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<td>CEO Contracting Officer 1</td>
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https://pass.in.dc.gov/Buyer/render/FYV3QL8C9S42  
10/9/2018
ProQuest LLC  
6216 Paysphere Circle  
Chicago, IL 60674  
Telephone (734) 761-4700  
(800) 521-0600  
FTID - 39-2053855

<table>
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<th>Format</th>
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<td>01 SEP 2018 - 31 AUG 2019</td>
<td>1</td>
<td></td>
<td>561273</td>
<td>N</td>
<td>9,324.42</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A Purchase Order from your Institution is required to process your order. You may wire transfer funds directly to our depository bank account: Bank of America, Rockville, MD 20852, ABA routing no. 026009593, for the account of ProQuest LLC, account no. 446011658131. ACH payments should be directed to ABA routing no. 052001633 for the account of ProQuest LLC, account no. 446011658131. When remitting payment, please identify the invoice(s) you are paying and email details to cashoffice@proquest.com. For payment questions, please contact us at 1-734-997-4170.

FOR CHANGES TO YOUR RENEWAL: Please do not write changes (address, contact person, purchase order number, etc.) directly on your renewal. Rather, if any changes are required, please contact Customer Service at www.proquest.com/go/contactsupport. If you have any questions, please let us know.

<table>
<thead>
<tr>
<th>Internal Use:</th>
<th>Sub-Total</th>
<th>9,324.42</th>
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<tbody>
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<td>Shipping and Handling 0.00</td>
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</tr>
<tr>
<td>Ship To Acct: 164033</td>
<td>Tax 0.00</td>
<td></td>
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<tr>
<td>Bill To Acct: 164033</td>
<td>Total Charges (USD) 9,324.42</td>
<td></td>
</tr>
<tr>
<td>Exempt: PUBLIC LIB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
§ 2-354.13. Competition exemptions

Contracts for the following procurements shall be exempt from the competition requirements established by this chapter:

(1) Artistic services or works of art;

(2) Commodities or contractual services if federal or District law prescribes with whom the District must contract;

(3) Legal services or negotiation services in connection with proceedings before administrative agencies or state or federal courts, including experts, attorneys, and mediators;

(4) Copyrighted or patented materials, including technical pamphlets, published books, maps, and testing or instructional materials; provided, that the materials are purchased directly from the owner of the copyright or patent;

(5) Memberships in trade or professional organizations;

(6) Entertainers;

(7) Job-related seminars and training for District employees;

(8) Maintenance and support of existing software and technology to the extent that the creator of the intellectual property is still protected and is the only source of the maintenance and support of the existing software and technology;

(9) Public transit farecards, passes, and tokens;

(10) Personal property or services provided by another public entity, agency, or authority;

(11) Postage;

(12) Purchases of advertising in all media, including electronic, print, radio, and television; provided, that they are purchased directly from the media outlet;
(13) Trade and career fairs for District employees;

(14) Special event venues and related services as dictated by the establishment;

(15) Subscriptions for periodicals and newspapers;

(16) Ticket purchases for special events, tourist attractions, and amusement parks; and

(17) Professional development training which supports principal, teacher, and student achievement pursuant to the District of Columbia Public Schools Master Education Plan.


NOTES:
LEGISLATIVE HISTORY OF LAW 18-371. --For history of Law 18-371, see notes under § 2-351.01.
Office of Contracting and Procurement

Office Hours
Monday to Friday, 8:30 am to 4:30 pm

Connect With Us
441 4th Street, NW, 700S, Washington, DC 20001
Phone: (202) 727-0252
Fax: (202) 727-9385
TTY: (202) 123-4567
Email: ocp@dc.gov

Ask the Director
Agency Performance

Amharic (አማርኛ)
Chinese (中文)
French (Français)
Korean (한국어)
Spanish (Español)
Vietnamese (Tiếng Việt)

Present Excluded Parties List

This Excluded Parties List categorizes parties that have been suspended or debarred by the Chief Procurement Officer. While they are debarred or suspended, the District will not solicit offers from, award contracts to, renew, or otherwise extend contracts with, or consent to subcontracts with entities or individuals that appear on the Excluded Parties List.

Excluded Parties List by Individual
<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Principal Address</th>
<th>Action Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acar, Yusuf</td>
<td>Washington, DC 20008-1005</td>
<td>May 28, 2009</td>
<td>Pending Final Determination</td>
</tr>
<tr>
<td>Bansal, Sushil</td>
<td>900 17th Street, NW, Suite 900, Washington, DC 20006</td>
<td>May 28, 2009</td>
<td>Pending Final Determination</td>
</tr>
<tr>
<td>Chambers, Robert X.</td>
<td>20 Queen Street, Cape May, NJ 08204-1624</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Young, Leonard H.</td>
<td>Tarquin Avenue, Temple Hills, MD 20748</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
</tbody>
</table>

Excluded Parties List by Company

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Principal Address</th>
<th>Principals</th>
<th>Action Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Integrated Technologies Corporation</td>
<td>900 17th Street, NW, Suite 900, Washington, DC 20006</td>
<td>Sushil Bansal, President and Chief Executive Officer</td>
<td>May 28, 2009</td>
<td>Pending Final Determination</td>
</tr>
<tr>
<td>Chambers &amp; Sons Flooring Inc. Innovative IT Solutions, Inc.</td>
<td>323 E King Street, Malvern, PA 19355</td>
<td>Robert X. Chambers, Sushil Bansal, President and Chief Executive Officer</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Young Star Tours</td>
<td>7003 Tarquin Avenue, Temple Hills, MD 20748</td>
<td>Leonard H. Young</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
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<td>Young Transportation</td>
<td>7003 Tarquin Avenue, Temple Hills, MD 20748</td>
<td>Leonard H. Young</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
</tbody>
</table>