

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DISTRICT OF COLUMBIA PUBLIC LIBRARY

F/19



PO  
591649

Office of Procurement

**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:**

- 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)**

P

## 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

10/9/18  
Date

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

10/9/18  
Date

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

PO  
591649

**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 basis.

**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.

10/9/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
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

DW  
Diane Wooden  
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DISTRICT OF COLUMBIA PUBLIC LIBRARY  
DETERMINATION OF REASONABLE PRICE AND AWARD



DC public library

check it out!

**PROGRAM OFFICE:** MLK Library – COLLECTIONS  
**CAPTION:** E SIBSCRIPTIONS  
**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



**\*\*\* 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.

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Washington Post Final edition Digital ...		each	9,324.42	Fri, 12 Oct, 2018	\$1.00 USD	\$9,324.42 USD
	Washington Post Final edition Digital Microfilm Online Subscription						
<b>Total</b>							<b>\$9,324.42 USD</b>

**Comments**

- COMMENT by aribasystem on 10/09/2018  
 The Contractor shall submit payment requests in electronic format through the DC Vendor Portal [vendorportal.dc.gov](https://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. (aribasystem, Tue, 09 Oct, 2018)
- COMMENT by aribasystem on 10/09/2018  
 FOB is Destination unless specified otherwise (aribasystem, Tue, 09 Oct, 2018)
- COMMENT by aribasystem on 10/09/2018  
 \*\*\*\*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.GOV\*\*\*\*\* (aribasystem, 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: 1734.997.4784  
 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: 1(202) 727-1198

**Deliver To:**  
 Dennis Davis

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Washington Post Final edition Digital ...		each	9,324.42	Fri, 12 Oct, 2018	\$1.00 USD	\$9,324.42 USD
	Washington Post Final edition Digital Microfilm Online Subscription						
<b>Total</b>							\$9,324.42 USD

Status: Submitted

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved	Funds must be secured.	Funds Commit	Funds Commit	Fri, 05 Oct, 2018
Required	Approved	Supervisor to approve non-catalog items	Sheryl Katzin	Sheryl Katzin	Fri, 05 Oct, 2018
Required	Approved	Budget responsible manager to approve purchases against their budget	Dennis Davis	Dennis Davis	Fri, 05 Oct, 2018
Required	Approved	The designated OCFO Budget Reviewer to approve	CEO Budget Reviewer 1	Rosemarie Pacana	Fri, 05 Oct, 2018
Required	Ready		Ameer Abdullah		
Required	Pending		CEO Contracting Officer 1		



ProQuest LLC  
 6216 Paysphere Circle  
 Chicago, IL 60674  
 Telephone (734) 761-4700  
 (800) 521-0600

FTID - 39-2053855

**Bill To:**  
 District Of Columbia Pub Lib  
 MLK Library - Collection  
 Development & Management  
 901 G St Nw Room 417  
 Washington, DC 20001-4599

**Ship To:**  
 District Of Columbia Pub Lib  
 MLK Library - Collection  
 Development & Management  
 901 G St Nw Room 417  
 Washington, DC 20001-4599

Renewal	
Renewal Number 900041718	Page 1 of 1
1-Jun-18	Second Notice

Description	Item	Inclusive Dates	Qty	Format	Customer P.O #	Tax	Price	Disc%	Net Price
District Of Columbia Pub Lib Washington Post Final Edition Digital Microfilm Online Subscription	DME60208	01 SEP 2018 - 31 AUG 2019	1		561273	N			9,324.42

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](http://www.proquest.com/go/contactsupport). If you have any questions, please let us know.

Please send payment to: ProQuest LLC 6216 Paysphere Circle Chicago, IL 60674	Internal Use: Order : 900041718 Ship To Acct : 164033 Bill To Acct : 164033 Exempt : PUBLIC LIB	Sub-Total	9,324.42
		Shipping and Handling Tax	0.00
Total Charges (USD)			9,324.42



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*D.C. Code § 2-354.13*DISTRICT OF COLUMBIA OFFICIAL CODE  
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\*\*\* Current through September 18, 2013, and through D.C. Act 19-682 \*\*\*

DIVISION I. GOVERNMENT OF DISTRICT  
TITLE 2. GOVERNMENT ADMINISTRATION  
CHAPTER 3A. GOVERNMENT PROCUREMENT  
SUBCHAPTER IV. SOURCE SELECTION AND CONTRACT FORMATION

## D.C. Code § 2-354.13 (2013)

## § 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.

**HISTORY:** Apr. 8, 2011, D.C. Law 18-371, § 413, 58 DCR 1185.

**NOTES:**

LEGISLATIVE HISTORY OF LAW 18-371. --For history of Law 18-371, see notes under § 2-351.01.

View

1 of 1

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**D.C. Code § 2-354.13** (Copy w/ Cite)

Pages: 3



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Contact

Mayor Muriel Bowser

## Office of Contracting and Procurement

### 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](mailto:ocp@dc.gov)



#### Ask the Director

#### Agency Performance

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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

Name of Individual	Principal Address	Action Date	Termination Date
Acar, Yusuf	Washington, DC 20008-1005	May 28, 2009	Pending Final Determination
Bansal, Sushil	900 17th Street, NW, Suite 900 Washington, DC 20006	May 28, 2009	Pending Final Determination
Chambers, Robert X.	20 Queen Street Cape May, NJ 08204-1624	February 6, 2008	February 5, 2011
James, Akiuber Ndoromo aka "Akube Wuromori Ndoromo"	3636 16th Street NW, Apt # B1235 Washington, DC 20010-8144	February 6, 2008	February 5, 2011
Young, Leonard H.	Tarquin Avenue Temple Hills, MD 20748	February 6, 2008	February 5, 2011

#### Excluded Parties List by Company

Name of Company	Principal Address	Principals	Action Date	Termination Date
Advanced Integrated Technologies Corporation	900 17th Street, NW, Suite 900 Washington, DC 20006	Sushil Bansal, President and Chief Executive Officer	May 28, 2009	Pending Final Determination
Chambers & Sons Flooring Inc.	323 E King Street Malvern, PA 19355	Robert X. Chambers	February 6, 2008	February 5, 2011
Innovative IT Solutions, Inc.	900 17th Street, NW, Suite 910 Washington, DC 20006	Sushil Bansal, President and Chief Executive Officer	May 28, 2009	Pending Final Determination
Voice of Social Concern Inc.	3636 16th Street NW, Apt # B1235 Washington, DC 20010-8144	Akiuber Ndoromo James aka "Akube Wuromori Ndoromo"	February 6, 2008	February 5, 2011
Young Star Tours	7003 Tarquin Avenue Temple Hills, MD 20748	Leonard H. Young	February 6, 2008	February 5, 2011
Young Transportation	7003 Tarquin Avenue Temple Hills, MD 20748	Leonard H. Young	February 6, 2008	February 5, 2011

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A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In  
Login.gov FAQs

ALERT - June 11, 2018 - Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

ALERT - Users who previously bookmarked this site will need to update their bookmark on November 5, 2018. Users may continue to navigate directly to sam.gov, only the bookmarked url will be affected.

## Entity Dashboard

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  - [Core Data](#)
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- Exclusions
  - [Active Exclusions](#)
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**ProQuest LLC**  
 789 E Eisenhower Pkwy  
 Ann Arbor, MI, 48108-3218,  
 UNITED STATES

DUNS: 118717529    CAGE Code: 3E922  
 Status: Active

Expiration Date: 08/10/2019  
 Purpose of Registration: All Awards

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### Entity Overview

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#### Entity Registration Summary

**Name:** ProQuest LLC  
**Business Type:** Business or Organization  
**Last Updated By:** Tammy Atkins  
**Registration Status:** Active  
**Activation Date:** 08/10/2018  
**Expiration Date:** 08/10/2019

#### Exclusion Summary

Active Exclusion Records? No



<a href="#">Search Records</a>	<a href="#">Disclaimers</a>	<a href="#">FAPIS.gov</a>
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