

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

CAPTION: Rao Group Website Development Services
PROPOSED CONTRACTOR: Rao Group
PROGRAM AGENCY: DCPL Office of Information Technology

FINDINGS

1. Authorization:

D.C. Official Code §2-354.04, 19 DCMR §4320.7

2. Minimum Need:

The District of Columbia Public Library (DCPL) had a minimum need to procure the services of a Drupal developer to perform complex web application development, including customized workflows and interactive applications. The developer will also take the lead on new site creation for a variety of library projects, and act as a troubleshooter and technical support specialist for PHP and MySQL issues.

DCPL currently has a need to modify the services to measure the success of the website refresh project conducted in October 2014 to the present, and for the purpose of making needed adjustments over the next 5 months. The achievement assessment process will involve the following tasks:

- Patron analytics
- Data Analysis & Actionable Insights
- Results Webinars
- Survey Customization
- Quarterly Data Reporting
- User Web Clickstream Videos
- Eye-Tracking and Heatmaps
- Demand Prediction Analytics
- Insight Algorithms

3. Estimated Fair and Reasonable Price:

The additional services will increase the amount of the purchase order from \$38,750.0 by \$33,750.00 to \$72,500.00.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT MODIFICATION:

- A. The Rao Group was the original architect and engineer for dclibrary.org. It holds unparalleled knowledge of this site that could not be competitively obtained.
- B. The Rao Group has been the DCPL Drupal developer working on this project since October 2014.
- C. There are no LSDBE vendors that offer Drupal technical support and site/application development services for dclibrary.org.
- D. In consideration of the above, Rao Group is the only source available to provide the modifications necessary to support the web application consulting, customized workflows and interactive applications for DCPL as well as Drupal, PHP and MySQL support for dclibrary .org.

5. CERTIFICATION BY THE DCPL OFFICE OF INFORMATION TECHNOLOGY:

I hereby certify that the above facts are accurate and complete.

Date

Cedric Givens
Deputy IT Director

6. CERTIFICATION BY THE CONTRACT SPECIALIST:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority, I certify that the notice of intent to award a sole source procurement was published in accordance with D.C. Official Code §2-354.04 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source method of procurement for this proposed action.

Date

Darryn Martin
Contract Specialist

DETERMINATION

Based on the above findings and in accordance with the DCPL Procurement Regulations, 19 DCMR §4320.7 I hereby determine that the award of this sole source action for the services described herein is in the best interest of the District of Columbia Public Library.

Date

Diane Wooden
Chief Procurement Officer