

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCMR § 4320.7.

**2. Minimum Need:**

The District of Columbia Public Library has the need to procure services of a part-time Administrator for the NFB-Newsline service for DC residents for FY2014. Funding for this position is provided by the DC Rehabilitation Services Administration of the Department of Disability Services under a Memorandum of Understanding with the DC Public Library

**3. Estimated Fair and Reasonable Price:**

\$17,300.00 for FY2014, comprised of \$16,800 in annual salary, and up to \$500 in transportation expenses to and from outreach events related to the NFB-Newsline service.

**4. Facts That Justify a Sole Source Procurement:**

NFB-Newsline provides audio access by toll-free telephone call and other electronic means to over 300 national and local newspapers and magazines for eligible persons with print disabilities, the same customer base served by the DC Regional Library for the Blind and Physically Handicapped of the DC Public Library, many of whom are blind or have low vision. The NFB-Newsline Administrator for the District of Columbia must maintain system data related to the service, manage subscriber records, train subscribers in use of the system, provide technical assistance, create and maintain the DC information channel and conduct outreach activities. The Administrator's required qualifications include but are not limited to: working knowledge of JAWS screen-reading software; familiarity with the Library for the Blind READS circulation database; advanced experience using NFB-Newsline; and experience maintaining the NFB-Newsline Local Information Channel. These services are vital to the blind and low vision community.

Kathleen E. Gosselin, who is blind, meets or exceeds all of these required qualifications. Ms. Gosselin has been employed as the NFB-Newsline administrator for the District of Columbia for two and a half years, and has created

and maintained the DC Information Channel of NFB-Newsline since March 2011. She has experience with the DC Library for the Blind READS database, having volunteered at the Library in various capacities since 2006. She is an advanced user of NFB-Newsline, and has been a subscriber since 1996. She is uniquely qualified to provide these services to the DC Public Library.

5. **Certification By the Contract Specialist:**

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

\_\_\_\_\_  
Contract Specialist

\_\_\_\_\_  
Date

**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 a sole source contract for the services described herein is in the best interest of the D.C. Public Library.

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date