

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

RQ NO.: RQ843060

CAPTION: DC Public Library Mailroom Postage Meter Upgrade

PROPOSED CONTRACTOR: Neopost USA

PROGRAM AGENCY: Office of Facilities Management

FINDINGS

1. Authorization:

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

2. Minimum Need:

The District of Columbia Public Library (DCPL) has a need to upgrade its mailroom equipment to effectively shop online for the most effective method and cost to ship parcels to specified recipients and reconcile billing and invoices.

3. Estimated Reasonable Price:

\$8,150.40

4. Facts Which Justify Sole Source Procurement:

DCPL has a need to upgrade its Hasler mailroom equipment to meet the new requirements of the U.S. Postal Services (USPS). Neopost is the sole provider of Hasler equipment in the Mid Atlantic Division. All Hasler hardware and software is proprietary and can only be supported by technicians and system engineers from Neopost (see the attached letter).

Additionally, DCPL has accumulated approximately Fifteen Thousand Dollars (\$15,000.00) in cash within a third-party postage meter account with Hasler solely to purchase USPS postage for shipping mail and other materials. This cash cannot be transferred to another vendor for postage usage. If the relationship with Hasler and DCPL ends, the monies will be returned to the DC Treasury. Neopost is the only provider of mailing systems that can manage this type of transfer without loss of money or equipment down time.

5. CERTIFICATION BY THE MANAGER OF FLEET AND MAIL OPERATIONS

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

Date

George M. Williams

6. CERTIFICATION BY THE CHIEF PROCUREMENT OFFICER:

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

Diane Wooden

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