

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

The District of Columbia Office of Procurement has a need to procure services related to on-line vendor/contractor credit checks.

3. Estimated Fair and Reasonable Price:

\$5,000.00

4. Facts That Justify a Sole Source Procurement:

Dun & Bradstreet is the only distributor of business reference on-line credit checks. Dun & Bradstreet has proprietary rights of this vendor/contractor lookup software. The District of Columbia Public Library must use this service for all contracts awarded over \$99,999.99.

For the reasons provided above, it is recommended that the Library contract with Dun & Bradstreet to procure this service. The reasons discussed above serve to provide the rationale why a market survey was not conducted in connection with this procurement.

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