

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

RQ NO.: RQ846105

CAPTION: DCPL Digital and Preservation Consulting for Historical Collections

PROPOSED CONTRACTOR: Lyrasis

PROGRAM AGENCY: Office of Public Services / Special Collections

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 for a team of expert consultants to provide digital and preservation consulting services for historical collections in accordance with the DCPL Digital Program Plan, 15-day project.

3. Estimated Reasonable Price:

\$21,600

4. Facts Which Justify Sole Source Procurement:

- A. DC Public Library is a dues-paying member of Lyrasis, a library consortium specializing in digital strategy/preservation and provision of discounted benefits and services.
- B. Lyrasis is the only library consortium of its kind involved in ongoing collaboration and thought leadership with the Digital Public Library of America (i.e. staff serve as convening members on two DPLA work-streams, members receive timely and tailored communication on new developments). Alignment with DPLA practices is required in the Program Plan.
- C. Lyrasis has a unique combination of expertise relevant to the effort at DC Public Library;
 - 1. Experience with DCPL's current software for Digital Asset Management, CONTENTdm;
 - 2. Experience with the two leading options for future migration, Islandora and Omeka

3. Areas of focus in both traditional and digital preservation, for expedient site visits and coordinated recommendations

D. The DC Public Library has worked with Lyrasis in the past, with excellent results.

E. The price is fair and reasonable. As a member, the Library receives a deep discount on services.

5. CERTIFICATION BY THE OFFICE OF PUBLIC SERVICES / SPECIAL COLLECTIONS:

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

Date

Kim Zablud
Special Collections Manager

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