

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

RQ NO.: RQ 861561

CAPTION: DCPL Minolta Digital Microfilm Reader Extended Support

PROPOSED CONTRACTOR: NMS Imaging

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 requires a Contractor to provide on-site service calls, recommended software upgrades and maintenance for five Minolta SL Touch 1000 microfilm readers available for public use in the Special Collections Unit. The Contractor shall liaison with the Library IT Department for system features such as 'Scan to email,' and answer basic training questions. The Contractor shall be an authorized service provider for specified equipment by Minolta. The term of service shall coincide with expiration of the existing warranty and remain valid through September 30, 2014.

3. Estimated Reasonable Price:

\$3495.75

4. Facts Which Justify Sole Source Procurement:

- A. NMS Imaging is the only authorized service provider in our region for this specified equipment and provides on-site service calls.
- B. The Library has worked with NMS Imaging in the past with excellent results.
- C. The price is fair and reasonable.

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

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

Date

Kim Zabrud
Special Collections Manager

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 A. 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