

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

RQ NO.: RQ884226

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 (DCPL) has a need for a Contractor to provide five (5) Minolta SL Touch 1000 microfilm readers for public use in the Martin Luther King, Jr. Memorial Library's Special Collections Unit, by renewing its existing service agreement with NMS Imaging through September 30, 2015.

3. Estimated Reasonable Price:

\$5,365.00

4. Facts Which Justify Sole Source Procurement:

- A.** DCPL requires a vendor to provide on-site service calls, recommended software upgrades and maintenance, to liaison with the Library IT Department for system features such as 'Scan to email,' and answer basic training questions. The vendor should be an authorized service provider for the specified equipment by Minolta.
- B.** NMS Imaging is the only authorized service provider in our region for the specified equipment. They provide on-site service calls.
- C.** The Library has worked with NMS Imaging in the past with excellent results.
- D.** 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.

Kim Zablud
Assistant Director

Date

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.

Darryn A. Martin
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 this sole source action for the services described herein is in the best interest of the District of Columbia Public Library.

Diane Wooden
Chief Procurement Officer

Date