

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

1. **Authorization**

19 DCMR § 4320.7., §4356.1

2. **Minimum Need:**

The D.C. Public Library (DCPL) seeks the services of a Consultant to perform the services with the ongoing responsibility for oversight of the budgetary and spending requirements of the Capital Projects and Facilities Directorate, relative to the procurement practices of library construction and major facility project contracts.

3. **Estimated Fair and Reasonable Price:**

The estimated price for this contract is \$109,200.00

4. **Facts That Justify a Sole Source Procurement:**

- A. The Chief Librarian has established some general goals and objectives consistent with the requirements of the Board of Library Trustees and the vision of the Chief Librarian. The Consultant will provide ongoing professional guidance, oversight and operational support for the budgetary and spending responsibility for the Capital Projects and Facilities Directorate for DCPL. The Consultant, Coard Consulting, LLC, is in possession of thirty (30) years of substantive managerial experience and financial oversight. The Consultant acts as the budget and responsible person in charge for monitoring spending and contract administration.
- B. The Consultant served as the Chief Business Officer for the DCPL for the last six years where he was responsible for the management and oversight of all business operation functions which included Capital Projects and Facilities Management, Procurement and served as the agency liaison with the Office of Budget and Accounting. It is for these reasons that the consultant is uniquely qualified and has firsthand knowledge of these processes to contribute immediately to the Capital Construction and Facilities Division.
- C. The Consultant will have an ongoing operating relationship with the Agency Financial Officer and the Director of Capital projects and Facility Management to ensure that the Library's programmatic needs and conformity to the District's compliance requirements is supported by sound financial management operations. These services include the development and monitoring of spending for Capital Projects and major Facilities projects at the object, program and

activity levels, development of financial management strategies, and the monitoring of the capital program budget and expenditures. Additionally, the Consultant will provide financial and spending oversight for the construction of new library facilities, major renovations and restoration projects of selected library structures, as well as the central library renovation project.

- D. The Consultant will provide guidance and operational support for the contracting and procurement process in conjunction with the office of contracting and procurement as it relates to capital projects and facilities directorate. These services include monitoring of expenses to ensure the District mandated Certified Small Business Enterprise's [CSBE] goal attainment and that objectives are met at 100% compliance, with special attention to the newly required CSBE mandate for all capital expenditures, and to bring contract administration to the Capital Projects and Facilities division.
- E. It is for the reasons outlined herein that a sole source contract is recommended for award to Coard Consulting, LLC.

5. **Certification by the Interim 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