

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCMR § 4320.7.

**2. Minimum Need:**

Proquest Digital Microfilm Online - Access for Washington Post and Washington Times. In library and remote simultaneous access.

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

\$10,483.00

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

The mission of the District of Columbia Public Library is equitable access to information tailored to customer needs, equipping people to learn all their lives, to embrace diversity and to build a thriving city. To support the mission, the Library has need of access to microfilmed copies of newspapers of record for Washington D.C – Washington Post and Washington Times.

Proquest Digital Microfilm provides in library and remote access microfilm viewing which features cover-to-cover full-image microfilmed editions. An unlimited number of users are able to simultaneously view high quality digital scans of current newspapers in microfilm.

Libraries have all the benefits of traditional microfilm with an easy-to-use online microfilm viewing applications that includes:

- **Remote Access** – extends microfilm content beyond Washingtoniana to many times more users.
- **Full Image** – newspaper in original and uncut format, complete with photos, charts, graphs, editorials and other visual material.
- **Ownership** – includes an archival microfilm copy of the Digital Microfilm titles.
- **Space, Time and Financial Savings:** Reduce film damage and loss as well as the need to use and maintain microfilm readers/printers.
- **Microform gives users the "full-image": complete, uncut local access.** Much electronic full text is available in text-only format, leaving users without the

benefit of photos, charts, graphs, and other visual material. Complete and uncut microform editions are the perfect complement to the speed of text-only databases.

- **New viewer/scanners** - Images can now be easily sent to remote locations using microform viewer/scanners, which link to your computer workstations, letting you view and print articles or digitize and transmit them electronically. This approach combines the unparalleled preservation and storage benefits of microform with the speed and ease of electronic access.
- **Microform provides full-image support for electronic index databases.** Today's library users rely on citations from indexes that may be printed or electronic. No matter where they find a citation, however, the full article will usually be available in microform.
- **Microform serves as an additional, secure point of local access.** Key periodical titles in microform provide additional access points to ensure that you can deliver the information needed by your library patrons. Microform is always available, so users never go away empty-handed.
- **Microform provides access to backfiles and less frequently used publications.** You can guarantee users access to all the articles cited in a database, especially those found in less current sources

Proquest LLC is the leading provider of microform to public libraries around the world. Proquest is the sole provider for UMI collections of the newspapers listed above.

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