

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. Authorization:

19 DCMR § 4320.7.

2. Minimum Need:

Subscription to SkillsTutor Houghton Mifflin Learning Technology supplemental instruction program for 12 months. Includes 9 modules and virtual training. Administered by Adult Literacy Resource Center for in house and remote use.

3. Estimated Fair and Reasonable Price:

\$6,248.10

4. Facts That Justify a Sole Source Procurement:

The mission of the District of Columbia Public Library is to provide 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 online tools, available both in the libraries and remotely, to provide information to customers varying in age, education, and ethnic background that assist in adult literacy teaching, tutoring and study.

SkillsTutor provides research-based content that is easily implemented to help learners master essential skills. It works through a management system that provides accountability by tracking individual and group scores, time-on-task, product usage, and lesson assignments. *SkillsTutor* will complement existing instruction and allow learners to have access to the content from anywhere they have Internet access. The following is included throughout the lifetime of the subscription:

- Site license
- Immediate access
- Getting Started Binder,
Classroom Guides & Worksheets
- One-hour introductory training by phone
- Product Updates
- One On-site Training & Professional Development

Skills tutor Modules

- Information and Job Readiness
- Math A
- Math B
- Math C
- Beginning Math
- Basic Math
- Intermediate Math
- Algebra
- Virtual Training

SkillsTutor is an exclusive proprietary product of Houghton Mifflin Harcourt. Houghton Mifflin Harcourt is the owner and sole source of the SkillsTutor online software programs.

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