

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCMR § 4320.7.

**2. Minimum Need:**

The District of Columbia Public Library (DCPL) needs an outside organization skilled in teen workforce development and life skills training to deliver regular programming throughout the year as a part of DCPL's Teens of Distinction Program and DCPL's Summer Youth Employee Program.

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

\$3,500.00

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

- A. DC Public Library offers workforce development and life skills training as a part of both the Teen of Distinction and the Summer Youth Employee program to help participating Teens to prepare students for a life of work and self-sufficiency.
- B. Urban Alliance recognizes that 67% of DC youth can't find viable employment and that available job opportunities have become increasingly competitive. To combat this trend Urban Alliance has developed a program model and workshop curriculum that has been proven to assist teens that complete Pre-Work training. Each workshop gives participating teens the opportunity to learn how to excel in a modern work environment. Urban Alliance offers workshops in Pre-Employment Skills, Financial Literacy, Communication, Professionalism and Networking.
- C. Urban Alliance is a highly respected organization and is uniquely suited to work with DC Public Library to offer workforce development and life skills training as they build in to their curriculum day-of and mid-term evaluations and reports of their trainings to ensure that the trainings have the maximum impact on the participating teens.

It is for the reasons outlined herein that a sole source contract is recommended being awarded to Urban Alliance.

**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