

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

1. AUTHORIZATION

19 DCMR § 4320 and D.C. Official Code § 2-354.03

2. MINIMUM NEED

The District of Columbia Library seeks a Contractor to provide implementation and support of DC Public Libraries Books from Birth program which distributes one age appropriate children's book per month to each registered child from birth to age five in the District of Columbia.

3. ESTIMATED FAIR AND REASONABLE PRICE

Estimated \$900,000.00 per year or estimated \$72,000.00 - \$77,000.00 per month. Cost may vary from month to month since the program is based on registered DC residents under the age of five, the titles selected each month and the number of children registered in each age category. Estimated each month approximately 3,000 children age out of the program and 34,000 children are registered city wide.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT

The program requires both a secure electronic registration system and data base with a public-facing online registration form that can verify records against both the United States Postal Service National Change of Address service on a routine basis and a mailing process that can deliver one book a month to particular addresses across the District. The books must be of high quality and age appropriate for children aged birth to age five. Data about the number of books mailed to DC residents each month, titles of books selected each month and where in the District the books are mailed must also be available to the library on a monthly, quarterly and yearly basis. In addition, the vendor must be able to provide high quality materials at a reasonable cost not to exceed an average cost of 2.15 per book.

1. Dollywood Foundation can provide implementation support of DC Public Library's Books from Birth program which distributes one age appropriate children's book per month to each registered child from birth to age five in the District of Columbia. DC Public Library's Books from Birth program is

mandated by the Books from Birth Establishment Amendment Act of 2015 (Legislation number: B21-0034).

2. Dollywood Foundation convenes a panel of early literacy experts to select books that are age appropriate and high quality for each child registered for the program.
3. Dollywood Foundation negotiates with book vendors to ensure that books are purchased at a reasonable price (2.15 per book on average) and that there are an adequate number of books to provide a book a month for each child registered for the program. Dolly Foundation monitors the book collection as children expire from the program.
4. Dollywood Foundation has developed a distribution system for the DC Public Library that selects, purchases and ships books purchased for its customers at the scale and pace of DC's Books from Birth program.
5. Dollywood Foundation brings a unique combination of skills and experience needed to manage this highly visible program.
6. The price is fair and reasonable for service seen and unseen that the Dollywood Foundation provides for the DC Public Library

5. CERTIFICATION BY THE DIRECTOR OF PUBLIC SERVICES

I hereby certify that the above facts are accurate and complete.

Tiffany Alston
Director of Public Service

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.

Ameer M. Abdullah, Sr.
Contract Specialist

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either 19 DCMR §4320.7 or D.C. Official Code §2-354.03. Accordingly, I determine that the DC Public Library is justified in using the sole source method of procurement.

Diane Wooden
Chief Procurement Officer

Date