

**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**FINDINGS**

**1. Authorization:**

19 DCMR § 4320.7.

**2. Minimum Need:**

The District of Columbia Public Library has the need to improve its catalog records and Inter-Library Loan practices to improve access to Library collections.

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

\$18,000

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

- a) Susan Baerg Epstein, LTD is a sole source consultant with specific library automation knowledge and previous intimate work knowledge and process improvement with the Library's Integrated Library System (SirsiDynix). This vendor has consulted with the Library previously to address bibliographic accessibility, parameters, and reporting.
- b) Susan Baerg Epstein, LTD has provided DCPL with consulting to address bibliographic database accessibility, coding, parameters, reporting and workflow improvements. This service was previously provided under a now defunct vendor, and therefore DCPL will enter into a direct agreement with Susan Epstein to continue the work that is needed.
- c) Susan Baerg Epstein, LTD has the only history and intimate knowledge of the operations and catalog records to accomplish the work which is needed at this time.
- d) Susan Baerg Epstein, LTD. is able to meet the demand required by the Library to improve the bibliographic records and improve the Inter-Library Loan process.

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.

\_\_\_\_\_

Chief Contracting Officer

\_\_\_\_\_

Date