

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: District of Columbia Public Library

Requisition No.: RK184780

Caption: Collections Maintenance Services

Contractor: Washington Research Library Consortium

FINDINGS

1. AUTHORIZATION

19 DCMR §4320 and D.C. Official Code §2-354.04.

2. MINIMUM NEED

The DC Public Library (DCPL), Public Services Department has a continued need for Islandora, ArchivesSpace and the Archivematica IO-OAIS compliant digital preservation system to manage and preserve collections of digital objects.

3. ESTIMATED FAIR AND REASONABLE PRICE

The cost is \$33,200/yr. which includes \$17,000 for Islandora and ArchivesSpace Digital Collections Services and 4TB of storage; \$1,200 for additional 6TB of storage; and, \$9,000 for Annual Archivematica Dashboard.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT

A. The Washington Research Library Consortium (WRLC) operates a Shared Collections Facility (SCF) that provides high-density, environmentally-controlled, retrievable storage for books, audiovisual or microform media, and archival boxes. WRLC maintains the SCF at 60° Fahrenheit and 40% relative humidity to provide for the long-term preservation of the materials.

A. WRLC currently maintains and supports DCPL's People's Archive digitized and digital-born intellectual properties.

B. Also, DCPL in 2018, joined the multi-tenant platform that supports Islandora and ArchiveSpace for WRLC partners, with a dedicated dashboard and pipeline for DCPL transfers and with private archival storage space on the shared Archivematica Storage Service.

C. In addition, WRLC hosts Islandora and ArchivesSpace for DCPL digital collections. This service builds on the existing three (3) year partnership between DCPL and WRLC that includes sharing digital collections access and management infrastructure with Islandora and ArchivesSpace platforms.

5. CERTIFICATION BY THE DIRECTOR OF PUBLIC SERVICES

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

Tiffany Alston
Interim Chief, Public Services

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.

Latoya Beard
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 or D.C. Official Code §2-354.02 or §2-354.03. Accordingly, I determine that DCPL is justified in using the sole source method of procurement.

Diane Wooden
Chief Procurement Officer

Date