1. **Authorization**

19 DCMR § 4320.7.

2. **Minimum Need:**

   The D.C. Public Library needs the Xerox D110 CPG Copier/Printer to complement its Digital Commons Project--Expresso Machine. This is an integral service provided to DCPL customers and staff.

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

   $31,561.00.

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

   A. Xerox Global Services has several GSA contracts (GS35F0662M and GS25F0062L) to provide copier support and supplies to DCPL.

   B. DCPL has no in-house expertise capable of providing any of these services. Consequently, DCPL must obtain a continued turnkey solution for its public PC access and print system.

   C. In addition, continuing with the existing vendor is the only approach that will ensure acceptable service for the public and minimize costs and disruptions for DCPL and its staff. Specifically:

   - Since the Xerox solution is already in place, it can be updated much more rapidly than a new solution can be installed.
   - Xerox has gained knowledge of DCPL IT and Public service operations which allow efficient and cost effective delivery.
   - The current system is integrated with the existing Library applications, such as the SIRSI patron database and coin boxes cards.
   - The current system is integrated with the existing Library applications, such as the SIRSI patron database and the Vend payment cards.
   - The DCPL staff is trained on the incumbent solution. Updating the solution will require only minimal additional training. Adopting a new solution would require a huge training effort and expense for DCPL.

   D. In summary, the conclusion of the Market Survey is that only Xerox can satisfy DCPL’s requirements. A continued sole source arrangement is fully justified.
E. Attempting to secure similar services on the open market could result in an unsuccessful E-rate application submission. DCPL is in need of the funding from the E-rate program to provide services to District residents.

F. The price is fair and reasonable, as determined by the GSA schedule.

5. **Certification by the Contract Specialist:**

I hereby determine that the facts outlined herein are accurate and complete.

__________________________________________  __________________________

Contract Specialist                           Date

**DETERMINATION**

Based on the above findings and in accordance with the DCPL Procurement Regulations, 19DCMR § 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