

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

FINDINGS

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-- Espresso 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