

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

CONTRACT NO.: DCEB-2014-C-0502

CAPTION: St. Elizabeth's Gateway Pavilion Film Series Technical Operations

PROPOSED CONTRACTOR: ReelPlan

PROGRAM AGENCY: Office of the Deputy Mayor for Planning and Economic Development obo Office of Motion Picture and Television Development ("MPTD")

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. MINIMUM NEED:

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Development ("DMPED") on behalf of the Office of Motion Picture and Television Development ("MPTD") has a minimum need for a contractor to provide technical and operations services in support of the St. Elizabeths GatewayDC Summer Film Series administrated by MPTD. The proposed term for the contract is date of award through September 30, 2014.

3. ESTIMATED REASONABLE PRICE:

\$11,600.00

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The District is seeking a contractor to provide technical and operations services in support of the St. Elizabeths GatewayDC Summer Film Series. The contractor shall provide the following services:

- Execute the transport, assembly, and operation of the District's iSeries System in coordination with the designated MPTD point of contact ("POC").
- Safe disassembly, packing, and storage of the iSeries System, and return the iSeries System to MPTD's offices or a storage facility designated by the MPTD, at the conclusion of each evening's screening.
- On the designated dates for the screening events, the Contractor shall report to Gateway Pavilion (AKA GatewayDC) at a time no later than 5:30pm (or a time set by the MPTD) to begin the set-up of the iSeries System.
- Safe operation of the iSeries System, and shall be responsible for troubleshooting any technical issues that may arise during the operation of the iSeries System.

- Acquisition eight (8) films identified in by MPTD and shall be responsible for negotiating and paying all license fees required to legally exhibiting the films.
- Management and maintenance of the GatewayDC Summer Film Series

The iSeries System is a proprietary movie system that requires specific expertise in order to safely transport, assemble, operate and disassemble the system. ReelPlan has such required experience and expertise and is available to accommodate the District's schedule.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

M. Jeffrey Miller, Interim Deputy Mayor

6. CERTIFICATION BY CONTRACTING OFFICER

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 contract was published in accordance with 27 DCMR 1304.

Date

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director, Contracts, Procurement and Grants

7. 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 Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director, Contracts, Procurement and Grants