

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

CONTRACT NO:
CAPTION:
PROPOSED CONTRACTOR: Cultural Data Project
PROGRAM AGENCY: DC Commission on the Arts and Humanities
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700

1. MINIMUM NEED:

A collaborative information collection and educational system designed to strengthen arts and culture through documentation, analysis and dissemination of meaningful information on the cultural sector through a proprietary internet-based software application completed in partnership with funders and other organizations support the arts and culture in the District. The contract requested would begin on the day the contract is awarded until September 30, 2013 with 3 1-year renewal options that would be based on the availability of funds.

2. ESTIMATED REASONABLE PRICE:

\$20,000

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Cultural organizations and grantmakers have created over 63,500 annual, trend and comparison reports using the CDP. CDP data is based on audits/reviews or year-end financial statements which follow Generally Accepted Accounting Principles (GAAP) set by the Financial Accounting Standards Board (FASB). GAAP accounting allows organizations to show a more robust picture of their organization and all of the ways they support themselves. GAAP financial statements can include contributed goods and services (in-kind revenues and expenses), allocate joint costs across functional expense categories, and show the distinction between restricted and unrestricted revenue and balance sheet items. This helps to create more complete financial statements that better represent an organization. Increasingly with the revision of Form 990 in 2008, the 990 has become more of a compliance document. It is used by the IRS, donors and the public to evaluate the transparency of an organization, its governance structure, and its fulfillment of the mission for which it was organized.

Through carefully crafted projects, DCCA Commissioners and staff will use the CDP data to tell a detailed fact-based story about the sector's impact, assets and needs, help identify opportunities and challenges for organizations and the field, and ultimately increase cultural policy expertise. CDP data is based on board-approved audits or year-end financial statements, so Commissioners and staff can be sure that it is the best data available for research and

advocacy. Using data already collected by the CDP allows Commissioners, staff and review panelists to focus on interpretation and analysis rather than data collection.

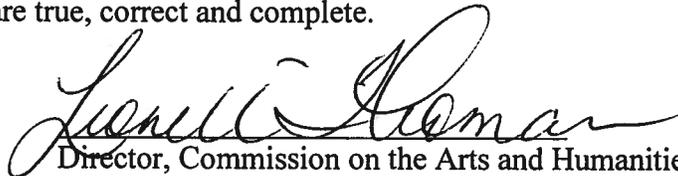
The CDP system performs a rigorous, automated error check to ensure internal consistency. The system's error check will make sure that all financial totals are calculated correctly and all interrelated non-financial information is entered. Once all the issues found by the error check have been corrected, the database can immediately run a variety of reports using this information. As an additional level of quality control, CDP Help Desk and User Support staff review each submitted Data Profile (in the order it was received) for any potential inconsistencies that the automated error check cannot detect. After this initial review, CDP Help Desk and User Support staff send an email to participants with suggested revisions and ask that the organization call to discuss them. After making the applicable changes, the Data Profile is submitted again. This reviewed data is included in the system's comparison reports, as well as projects undertaken by researchers/consultants. This unique process ensures information being reported to the District is accurate and accessible and sound.

Lastly, the DCCAH is needed on an ongoing basis to gather long term data on the arts landscape. The Cultural Data Project offers the agency the opportunity to finally quantify the impact of the arts on the creative economy and the greater DC economy by aggregating comprehensive data on the economic contributions of the arts. As a result, the DCCAH is requesting to contract Cultural Data Project with the addition of 3 additional yearly options.

4. CERTIFICATION BY AGENCY HEAD

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

6/13/13
Date


Director, Commission on the Arts and Humanities

5. 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 Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that [no response was received. I recommend that the Deputy Director of the Office of Contracting and Procurement approve the use of the sole source procurement method for this proposed contract.

Date

Frederick A. Dorsey, Jr.
Contracting Officer

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 solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices 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

Sheila Mobley
Deputy Director
Office of Contracting and Procurement