

INTENT TO AWARD SOLE SOURCE CONTRACT

Title	Intent to Award Sole Source Contract- Determination and Findings
Notice Date	September 1, 2015
Response Due Date	September 8, 2015
Reference Number	00090115
Contract Description	Upgrade of the Student Video Production Lab
Vendor Name	Human Circuit, Inc.
Point of Contact	Denise Joyner Contract Specialist djoyner@udc.edu

Contract No: PO-GF-2015-P-0194-DJ
Caption: Upgrade College of Arts & Sciences Student Video Lab
Proposed Contractor: Human Circuit, Inc.
Agency: OCP/University of the District of Columbia

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

FINDINGS

1. AUTHORIZATION:

D.C. Official Code 2-354.04 & (8B) DCMR, Chapter 30, Section 3019

2. MINIMUM NEED:

The University of the District of Columbia, Cable TV & the College of Arts & Sciences, has a minimum need to upgrade the Student Video Production Lab.

3. ESTIMATED REASONABLE COST:

The estimated reasonable price is \$56,416.89, based on the Contractor's specialized experience and knowledge of the integration and installation of existing SD production systems, upgrade and operation of the broadcast engineering audio and video production systems for UDC Cable TV.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

- a. Human Circuit is the designer and builder of the Office of Cable Television's current production and cable channel production and distribution facility infrastructure.
- b. This is the only company that is uniquely qualified to provide the customized upgrades and expertise to integrate the equipment into the existing infrastructure.
- c. The upgrade for the Student Video Production Lab will integrate with the existing equipment and software and will correct current deficiencies in the technical equipment and systems within the Student Video Production Lab.

- d. For standardization and compatibility with existing equipment, it is in the best interest of the University to acquire the upgrades from the proposed contractor in order to maintain and support the operational function of the Student Video Production Lab.

5. CERTIFICATION OF FACTS BY CONTRACT SPECIALIST

I have reviewed the above findings and certify that they are sufficient to justify the Sole Source procurement under the cited authority. I recommend that the Contracting Officer approve this procurement.



Denise Joyner
Contract Specialist




Date

DETERMINATION

Based on the above findings and in accordance with UDC Regulation 3019, I hereby determine the services herein should be procured from Human Circuit. It is further determined that the cost to the University is reasonable and fair and the action is in the best interest of the University.



Mary Ann Harris
Contracting Officer



Date