



Office of Contracting and Procurement

## INTENT TO AWARD SOLE SOURCE CONTRACT

<b>Title</b>	Intent to Award Sole Source Contract- Determination and Findings
<b>Notice Date</b>	July 7, 2016
<b>Response Due Date</b>	July 14, 2016
<b>Reference Number</b>	009453
<b>Contract Description</b>	Technical Upgrade to HD (High Definition) Digital Production and Video and Audio Production and Distribution Systems and Equipment Purchase for Cable TV
<b>Vendor Name</b>	Human Circuit, Inc.
<b>Point of Contact</b>	Denise Joyner Contract Specialist djoyner@udc.edu

**Contract No:** PO-GF-2016-P-0135-DJ  
**Caption:** Technical Upgrade to HD (High Definition) Digital Production and Video and Audio Production and Distribution Systems and Equipment Purchase for Cable TV  
**Proposed Contractor:** Human Circuit  
**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, has a minimum need for a Technical Upgrade to the HD (High Definition) Digital Production and Video and Audio Production and Distribution Systems and related Equipment Purchase.

**3. ESTIMATED REASONABLE COST:**

The estimated reasonable price is \$95,929.19, based on the Contractor's programmatic experience with television production facility build-out and production equipment.

**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 technical upgrades and expertise to integrate the equipment into the existing infrastructure.
- c. The technical upgrades are for an existing system, thereby receiving a level of pricing terms and services that would unlikely be available if another vendor were

used to purchase only the equipment. In addition, not all equipment resellers carry or sell all the lines of equipment or software that is proprietary to the broadcast automation and graphic design systems required by the University so that it will achieve its goal of complete video and audio compatibility with the Districts other cable channels. Therefore, the University would likely have to use several different vendors to meet the same requirements, which would not be cost-efficient, procurement and other administrative costs, including delivery times considered”.

- 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 Cable TV station.

**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.

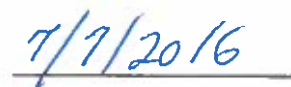
  
Denise Joyner  
Contract Specialist

  
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