

INTENT TO AWARD SOLE SOURCE CONTRACT

Title	Intent to Award Sole Source Contract- Determination and Findings
Notice Date	December 15, 2014
Response Due Date	December 22, 2014
Reference Number	00121514
Contract Description	Upgrade the customized video editing software and hardware to integrate the equipment into the existing LAN.
Vendor Name	Human Circuit
Point of Contact	Denise Joyner Contract Specialist djoyner@udc.edu

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

Contract No: TBD

Caption: Upgrade Video Editing Software & Equipment

Proposed Human Circuit

Agency: OCP/University of the District of Columbia

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 to upgrade the video editing software and hardware in the two (2) post-production editing rooms. The current software was installed in 1985 and will not integrate with the advance HD system recently installed and Harris Broadcasting proprietary software.

3. ESTIMATED REASONABLE COST:

The estimated reasonable price is \$23,189.34

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 software and expertise to integrate the equipment into the existing LAN.
- c. The software will integrate with the existing equipment and software to complete Phase IV of the Cable TV renovation project.
- d. No other source can provide this software to satisfy the University's requirement for network communications.

- e. For standardization and compatibility with existing equipment, it is in the best interest of the University to acquire the software 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

12-15-14
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

12-15-2014
Date