

Intent to Award Sole Source Contract

Title	College Board Search Subscriptions
Notice Date	8/28/2026
Response Due Date	9/8/2026
Reference Number	R218389639
Contract Description	College Board Search Subscriptions: Term: Execution - 6/30/2027 1. Access B (2) -Data Transfer -10 Connections Audiences 2. Access D (1) -Interest in My Peers -Parent Contact -Data transfer -35 Connections Audiences
Vendor Name	College Entrance Examination Board dba The College Board
Point of Contact	Nathan J. Hunt Contract Specialist, UDC-OCP nathan.hunt@udc.edu

DETERMINATION AND FINDINGS FOR A SOLE-SOURCE PROCUREMENT

CONTRACT NO.: R218389639
CAPTION: Subscriptions – Access B (2), Access D (1)
PROPOSED CONTRACTOR: College Entrance Exam dba The College Board
PROGRAM AGENCY: UDC – Admissions

1. AUTHORIZATION

Chapter 30 of Title 8(b), D.C.M.R. §3002.2, §3002.4(a), and §3019; D.C. Code §2-354.01(c), §2-354.04, §2-218.44, and §2-218.45

2. MINIMUM NEED

The University of the District of Columbia has a minimum need to purchase The College Board Subscriptions – Access B (2) and Access D (1) for the Office of Admissions.

3. ESTIMATED COST

The estimated fair and reasonable price for this contract is \$79,500.00.

4. FACTS WHICH JUSTIFY A SOLE-SOURCE PROCUREMENT

- a. The University of the District of Columbia has a minimum need to purchase The College Board Subscriptions – Access B (2) and Access D (1) for the Office of Admissions.
- b. Pursuant to the self-certification statement issued by an authorized representative of the vendor on 8/25/2026, College Entrance Exam dba The College Board is the sole owner and distributor of the goods and/or services as required.
- c. In accordance with D.C. Code §2-218.44 and §2-218.45, as the identified vendor is the only source for their subscription, there are no registered CBE/SBE dealers/distributors that are authorized to provide the goods and/or services as required.
- d. The identified vendor can provide the aforementioned goods and/or services, such that the University's needs are fulfilled. It is in the best interest of the University to procure the goods/services from the identified vendor.

- e. This Determination and Findings for a Sole-Source Procurement has been created in accordance with Chapter 30 of Title 8(b) D.C.M.R. § 3019.

Contract Specialist Certification

I have reviewed the above findings and certify that there are sufficient justifications to use the Sole-Source procurement method under the cited statutory authority. I recommend that the Contracting Officer approve the Sole-Source procurement procedures and methods for this proposed contract.

8/28/2026

Date



Nathan J. Hunt
Contract Specialist

DETERMINATION

Based on the above findings and in accordance with Chapter 30 of Title 8(b), D.C.M.R. §3002.2, §3002.4(a), and §3019; D.C. Code §2-354.01(c), §2-354.04, §2-218.44, and §2-218.45, I hereby determine that the goods/services described herein should be procured from College Entrance Exam dba The College Board.

It is further determined that the cost to The University of the District of Columbia related to this purchase is in the best interest of the University, and the cost to the University is fair and reasonable.

8/28/2026

Date



Stephanie A. Johnson, Vice President
Chief Contracting and Procurement Officer