# INTENT TO AWARD SOLE SOURCE CONTRACT

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<td><strong>Reference Number</strong></td>
<td>00061215</td>
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<td><strong>Contract Description</strong></td>
<td>Phase V - High Definition Upgrade of the studio, master control automation and post-production systems for UDC Cable TV</td>
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<td><strong>Vendor Name</strong></td>
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| **Point of Contact** | Denise Joyner  
  Contract Specialist  
  djoyner@udc.edu    |
Determinations 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 to implement Phase V of the UDC Cable TV project to include the high definition upgrade of the studio, master control automation and post-production systems.

3. Estimated Reasonable Cost:

The estimated reasonable price is $189,994.40, based on the Contractor’s programmatic experience with television production facility build-out and production equipment and the Contractor’s GSA price schedule.

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 high definition upgrade will integrate with the existing equipment and software to complete Phase V of the Cable TV renovation project.
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