

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

**AGENCY:** Department of General Services

**DIVISION:** Sustainable and Energy

**CONTRACT NO.:** DCAM-26-NC-SS-0007

**CAPTION:** Building Automation Systems (eBAS) Operations and Maintenance Support

**CONTRACTOR:** Intellimation, LLC.

**FINDINGS**

**1. AUTHORIZATION:**

This Determination and Findings (D&F) is issued pursuant to the authority set forth in:

- **D.C. Official Code § 2-351.04(28)** – Defines “Determinations and Findings” as a formal written approval and detailed justification required as a prerequisite for certain contract actions, including the method of procurement, contract type selection, contractor selection, and the basis for contract pricing.
- **D.C. Official Code § 2-354.04** – Grants authority for noncompetitive procurement, including sole-source contracts, when it is determined to be in the best interest of the District and meets the legally established criteria.
- **27 DCMR § 1700** – Establishes the criteria for sole-source procurements, outlining the conditions under which a contract may be awarded without competition due to unique circumstances that justify direct negotiation with a single vendor.
- **27 DCMR Chapter 13 1304.1** - A notice of intent to award a sole source contract shall be published on the Departments’ Internet for at least ten (10) days prior to contract award if the estimated price is over five thousand dollars (\$5,000).

**2. MINIMUM NEED:**

Continued configuration, integration, hosting support, cybersecurity hardening, enteliVAULT archiving, role-based dashboards, training, and portfolio expansion for DC’s enterprise **enteliWEB** supervisory BAS. Work includes engineering services, software configuration, data migration, DC-NET integration, and operator training aligned to current DGS standards. DGS intends to award a sole-source follow-on contract to

Intellimation LLC for engineering, configuration, integration, hosting support, cybersecurity hardening, archiving, and operator training services for the Delta Controls enteliWEB-based Enterprise Building Automation System (eBAS) deployed across DGS-managed facilities. This action continues and expands the current enteliWEB supervisory BAS implementation and aligns with DC-NET networking and DC-owned cloud hosting previously executed.

The Contractor shall provide continued operational support and expansion of DGS’s enteliWEB enterprise BAS, including:

- **System Engineering & Configuration:** Point database management; alarm rationalization; role-based dashboards; KPI reporting; graphics development; multi-site integration; enteliVAULT historian setup and archiving; energy analytics enablement.
- **Hosting & Cybersecurity:** Support of DC-owned cloud instance; DC-NET integration; patching; credential and domain management consistent with Delta partner operations and security practices.
- **Portfolio Expansion & Onboarding:** Onboarding of additional buildings/BACnet networks; normalization across systems; migration of legacy sites from vendor-hosted cellular connections to DC-NET; dataset consolidation.
- **Training & Documentation:** Operator training aligned to existing DGS curricula (enteliWEB Basics; Advanced troubleshooting with analytics); updates to SOPs and admin guides.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

The total cost for Building Automation Systems (eBAS) Operations and Maintenance Support during the base term is projected at \$681,800, which represents a 7-month term. This amount reflects a monthly cost of \$97,400, covering comprehensive support for the District’s enterprise BAS platform, enteliWEB.

The contract structure consists of a seven-month base period, followed by four (4) one-year option periods. Each option period is valued on a lump-sum basis as detailed below:

PERIOD	DATES	FIXED RATE	UOM	QTY	EXTENDED
BP	1-March-2026 to 30-Sept-2026	\$97,400.00	MTHLY	7	\$681,800.00
OY1	1-Oct-2026 to 30-Sept-2027	\$100,322.00	MTHLY	12	\$1,203,864.00
OY2	1-Oct-2027 to 30-Sept-2028	\$103,244.00	MTHLY	12	\$1,238,928.00
OY3	1-Oct-2028 to 30-Sept-2029	\$106,166.00	MTHLY	12	\$1,273,922.00
OY4	1-Oct-2029 to 30-Sept-2030	\$109,088.00	MTHLY	12	\$1,309,056.00



Exercising these options will ensure continuity of service and uninterrupted support for critical building automation operations across more than 150 District facilities, safeguarding system reliability and operational efficiency throughout the contract term.

Pricing has been reviewed against historical performance and market benchmarks to confirm that the proposed rates are fair, reasonable, and aligned with the complexity and critical nature of the services required. This evaluation supports fiscal responsibility while ensuring operational reliability and compliance with District standards.

#### 4. **JUSTIFICATION FOR SOLE SOURCE PROCUREMENT** (*evidence-based assessment*)

- (i) **Existing Installed Base & Unlimited License:** DGS owns an unlimited enteliWEB license and operates a fully deployed enterprise supervisory Building Automation System (BAS) across more than 150 District facilities. This platform is the backbone of DGS's building operations strategy, integrating HVAC, lighting, access control, and energy management systems into a unified architecture.
- (ii) **Follow-On Requirement:** The proposed work is a continuation of prior migration and integration services performed by Intellimation, including the transition of enteliWEB from vendor-hosted cellular networks to a DC-owned cloud environment over DC-NET. This continuity ensures operational stability and prevents disruption to mission-critical building systems.
- (iii) **Specialized Knowledge & Configuration:** Intellimation possesses unique institutional knowledge of the District's enteliWEB architecture, including proprietary graphics, alarm schemas, historian archiving (enteliVAULT), and DC-NET cybersecurity posture. Their expertise extends to controller-level logic and network protocols, which are essential for maintaining system integrity and security.
- (iv) **Risk of Duplication & Delay:** Engaging a new vendor would require extensive re-engineering of dashboards, alarm priorities, historian schemas, and retraining of operators. This would result in substantial duplication of cost, unacceptable delays, and increased operational risk, jeopardizing compliance with energy performance standards and occupant comfort.
- (v) **OEM Distribution Model:** Delta Controls distributes enteliWEB exclusively through authorized partners. Intellimation is an experienced partner-level integrator with proven performance in DC's environment.
- (vi) **Absence of Practical Alternatives:** While other integrators exist, none have the documented experience with the District's enteliWEB instance or the ability to maintain continuity without costly and time-consuming re-engineering.

Intellimation is the only vendor with proven performance and DCNET integration experience in this environment.

- (vii) **Regulatory & Operational Continuity:** Maintaining enteliWEB ensures compliance with District building performance standards, energy reporting mandates, and operational readiness across critical facilities. Intellimation's continued involvement guarantees uninterrupted connectivity, cybersecurity compliance, and alignment with sustainability objectives.

As the Contracting Officer, I have carefully reviewed the requirements and conducted extensive research in accordance with the District's Procurement Practices Reform Act (PPRA) and the applicable provisions of the D.C. Municipal Regulations (DCMR). In evaluating procurement options, I also considered federal procurement standards (**FAR 6.302-1(a)(2)(ii)**) as a benchmark for best practices, given their recognized authority in public contracting. Based on this analysis, the factors outlined above support a sole source determination, as no other vendor can provide the required services without causing substantial duplication of cost and introducing significant operational risk. Therefore, awarding to the identified vendor is the only practical and defensible solution to meet the District's immediate needs.

**Implication for procurement:** Where an agency already owns an enteliWEB license and runs a large installed base, continuity, specialized knowhow, and partner authorization frequently become material factors in market availability and risk.

**5. FACTORS THAT ESTABLISH THE PROPOSED VENDOR IS THE ONLY SOURCE OF THE REQUIRED GOODS OR SERVICES;**

The determination that Intellimation is the only source capable of providing the required services is based on a combination of technical, operational, and regulatory factors. The enteliWEB platform, developed by Delta Controls, is a proprietary building automation system that requires specialized expertise and manufacturer authorization for integration, maintenance, and compliance. Preserving system integrity, warranty coverage, and adherence to District building performance standards necessitates engagement with an authorized partner possessing demonstrated experience with the District's existing enteliWEB architecture. These considerations collectively establish that no other vendor can deliver the required services without introducing significant operational risk, compliance gaps, and unnecessary duplication of cost:

- (i) **Manufacturer Certification and Authorization:** Delta Controls enteliWEB is distributed and supported through authorized partners. Intellimation operates at partner-level competency and has previously executed OEM-compliant migration and integration for DC's enteliWEB instance.

- (ii) **Warranty Preservation and Compliance:** Maintaining OEM standards and authorized partner involvement preserves enteliWEB's warranty and ensures compliance with Delta Controls' support requirements.
- (iii) **Proprietary Equipment and Technical Expertise:** enteliWEB is a proprietary supervisory BAS platform with unique features (enteliVAULT archiving, native BACnet integration, enterprise dashboards). Intellimation has specialized expertise in configuring these features within DC's architecture.
- (iv) **Operational Necessity for Emergency Services:** The enteliWEB system supports critical building operations, alarms, and energy management across schools and government facilities. Disruption or delay in service could compromise operational continuity and occupant safety.
- (v) **Absence of Alternative Authorized Vendors:** While Delta Controls has a partner network, practical availability is limited to those with authorization and proven experience in DC's enteliWEB instance. Intellimation is the only vendor with documented prior performance and DC-NET integration experience.
- (vi) **and Regulatory Standards Compliance:** The enteliWEB platform supports compliance with District building performance standards, energy benchmarking, and reporting requirements. Intellimation's continuity ensures these regulatory obligations are met without interruption.

Given the proprietary nature of the enteliWEB system, the operational necessity for uninterrupted building management, and the absence of alternative authorized vendors with proven performance in the District's environment, Intellimation is uniquely positioned to fulfill these requirements. Their manufacturer certification, prior integration experience, and ability to ensure compliance with regulatory standards make them the sole practical and defensible source for this procurement. Engaging any other vendor would compromise system functionality, void warranty protections, and expose the District to substantial risk and cost inefficiencies. Therefore, the factors outlined herein conclusively support a sole source of determination.

## 6. **CERTIFICATION BY THE SUSTAINABILITY AND ENERGY ASSOCIATE DIRECTOR:**

I hereby certify to the best of my knowledge and belief that all of my statements regarding the conditions, service needs and urgency, are true, correct, and complete and that the information given herein is true and accurate. Moreover, I understand that making a false statement is punishable by criminal penalties pursuant to D.C. Official Code § 22-2405 et sq. (2001). I understand that any information I give may be investigated as allowed by law or regulation.

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Jen Croft  
Associate Director  
Sustainability and Energy

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Date



**7. CERTIFICATION BY THE CONTRACT SPECIALIS:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source procurement method to award the captioned contract. In addition, the Department's notice of intent to enter into a sole source contract shall be posted on the Internet at least 10 days prior to award. Given the foregoing, I recommend that the Department of General Services' Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

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Ashley Willis  
Contract Specialist  
Goods and Services Acquisition Unit

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Date

**8. CERTIFICATION BY CONTRACTING OFFICER/SUPERVISORY CONTRACT SPECIALIST:**

Pursuant to my duty as the Contracting Officer for the Goods and Services Acquisition Unit within the Department of General Services (DGS), I have conducted a thorough and diligent review of the findings supporting the proposed sole source contract award. Based on this evaluation, I hereby certify that the justification presented is sound, well-founded, and fully consistent with the statutory and regulatory framework governing procurement within the District of Columbia.

In accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04), the Department's intent to proceed with a sole source award was duly published, and no responses challenging the determination were received. The findings unequivocally establish that the selected vendor possesses exclusive authorization and technical expertise necessary to fulfill the Department's minimum requirements, thereby warranting approval of the sole source selection methodology.

Accordingly, I respectfully submit this justification for formal approval and determination by the Acting Chief Procurement Officer, affirming that this procurement action aligns with best practices, fiscal responsibility, and the operational imperatives of the Department.

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Domonique L. Banks  
Contracting Officer, Supervisory Contract Specialist  
Goods and Services Acquisition Unit

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Date



**DETERMINATION**

In my official capacity as the Acting Chief Procurement Officer for the Department of General Services (DGS), I have conducted a comprehensive review of the findings substantiating the proposed sole source procurement and the corresponding certification issued by the Contracting Officer. Based on this thorough examination, I affirm that the justification sufficiently warrants the award of a sole source contract under the cited authority.

In accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04), the Department’s intent to award a sole source contract was properly published, and no responses contesting the determination were received. The findings establish, with clarity and sound reasoning, that the specified Contractor possesses the exclusive technical expertise, manufacturer authorization, and operational capacity necessary to fulfill the Department’s requirements.

Accordingly, I formally endorse and authorize the utilization of the sole source procurement method to secure Automation Integration Support Services. This determination aligns with the best procurement practices, regulatory compliance, and the operational imperatives of the Department.

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Xavier Beltran  
Acting Chief Procurement Officer  
Contracts & Procurement

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Date

