



**CLASS DETERMINATION AND FINDINGS  
FOR  
EMERGENCY PROCUREMENT**

**Agency:** Department of General Services (the “Department” or “DGS”)

**Caption:** Armed/Unarmed Emergency Security Guard Personnel Services  
(Emergency Contract)

**Contract No.:** DCAM-23-NC-EM-0050A  
DCAM-23-NC-EM-0050B  
DCAM-23-NC-EM-0050C  
DCAM-23-NC-EM-0050D  
DCAM-23-NC-EM-0050E

**Contractor:** Security Assurance Management, Inc.

**FINDINGS**

**1. AUTHORIZATION:**

Chapter 47 of title 27 of the DCMR Section 4719 and PPRA Sec. 405 (d); *Emergency Procurements*.

**2. MINIMUM NEED:**

The Department of General Services (DGS) has an immediate need for the aforementioned Contractor to provide Armed/Unarmed Emergency Security Guard Personnel Services at the various sites. Services shall be carried out for a period of no more than 120 days in accordance with Chapter 47 of title 27 of the DCMR Section 4719 and PPRA Sec. 405 (d); *Emergency Procurements*.

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

The estimated fair and reasonable price for the Contracts is in accordance with the firm, fixed and fully loaded, direct hourly rates on an as-needed basis described below. The Total Not-To-Exceed Contract Value for each is \$995,000.00.

**Security Assurance Management, Inc.**

CLIN	LABOR CATEGOR Y	HRL Y RATE
0001	Security Officer (SO) Guard	\$43.59
0002	Commissioned Special Police Officer (SPO) Guard II, Unarmed	\$57.13
0003	Commissioned Special Police Officer (SPO) Guard II, Armed	\$58.66

**4. FACTS WHICH JUSTIFY AN EMERGENCY PROCUREMENT:**

In accordance with the D.C. Official Code §2-354.05 and 27 DCMR 4719, the purpose of this emergency contract is to prevent a disruption of the daily operations at specific District owned and operated facilities. It is the mission and the responsibility of the Department of General Services to provide building services for facilities owned and occupied by the District government; these responsibilities include providing maintaining a healthy environment for residents and workers in the District Government owned and occupied facilities. (D.C. Code § 10-551.01(b) (4), “The Department of General Services Establishment Act of 2011”).

The Department is tasked with providing emergency security guard personnel services for the various sites. The single Contractor listed above has the capacity and is cable of meeting requirements to provide emergency security guard personnel services.

A competitive procurement process is not practicable under the current circumstances with the urgent need for security in support of unforeseen potential disruptions or altercations. The Department has multiple active contracts for security guard personnel with Security Assurance Management, Inc.

**5. CERTIFICATION BY THE ASSOCIATE DIRECTOR, PROTECTIVE SERVICES DIVISION:**

I hereby certify to the best of my knowledge and belief that all my statements 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.

July 5, 2023

**Date**



**Larry Priester**

Associate Director, Protective Services Division

**6. CERTIFICATION BY THE SUPERVISOR AND CONTRACTING OFFICER:**



I have reviewed the above findings and certify that they are sufficient to justify the use of the emergency procurement method to award the captioned contracts to the aforementioned Contractor. In addition, please be advised that the Department's notice of the captioned emergency contracts must be posted on the Department's website no more than seven (7) days after the contract is awarded. Given the foregoing, I recommend that the Department of General Services' Chief Procurement Officer approve the use of the class emergency procurement method for this proposed procurement action.

July 5, 2023  
**Date**

*Kianna Shepherd*  
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**Kianna Shepherd**  
Contracting Officer, Supervisory Contract  
Specialist

**DETERMINATION**

I have reviewed the above findings and certify that they are sufficient to justify the use of the emergency procurement method under the cited authority. I certify that the class emergency procurement notice of contract award will be published in accordance with Section 405(f) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.05). In conclusion, as the Department of General Services' ("DGS"), Chief Procurement Officer I hereby approve the use of the Emergency Procurement method as the only viable method of procurement to provide armed/unarmed emergency security guard personnel services.

July 5, 2023  
**Date**

*Domonique L. Banks* on behalf of  
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**George G. Lewis, CPPO**  
Chief Procurement Officer  
Chief of Contracts & Procurement

