

**DETERMINATION & FINDINGS  
 FOR  
 SOLE SOURCE PROCUREMENT**

**Purchasing Agency:** Department of General Services  
**Caption:** Security Guard Services Sector 2  
**Contractor:** Security Assurance Management, Inc. (SAM)

**FINDINGS**

1. **AUTHORIZATION:** D.C. Official Code §2-354.04 and Title 27 DCMR 4718
2. **MINIMUM NEED:**

The Department of General Services (“DGS” or the “Department”), on behalf of Protective Services Division (“PSD”), has an immediate need for Security Assurance Management Inc. (“SAM” or “Contractor”) to provide Security Guard Services in Sector 2 (“Sector 2”) for the period of January 1, 2022 through April 10, 2022 to allow the Department to solicit and award a new contract in accordance with D.C. Official Code §2-354.04 and Title 27 DCMR 4718; *Sole Source Procurements* and under Contract Number DCAM-22-NC-SS-0002. The three (3)-months and ten (10)-days will assure the avoidance of disruption of services and ensure a safe environment for the citizens, employees, and visitors of District Government facilities while a new solicitation for these services is procured following major scope change.

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

The estimated reasonable labor rates for guard services are as outlined with a maximum labor hour ordering ceiling up-to \$5,000,000.00:

Security Guard	\$35.07
Commissioned Special Police Officer/Guard II (unarmed)	\$46.37
Commissioned Special Police Officer/Guard II (armed)	\$46.37

4. **FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

It is the mission of DGS to provide a safe environment and protection against internal and external threats to citizens, employees, and visitors of District Government facilities. The purpose of this sole source contract is to prevent a disruption in Security Guard Services

and avoid potentially life-threatening situations for citizens, employees, and visitor of District Government.

1. On October 23, 2014, the Contractor, SAM, was awarded the contract to provide Security Guard Services in Sector 2, which is comprised of various municipal government agencies such as the Department of Health and Human Services, the Department of Motor Vehicles, the Department of Public Works, the Office of Unified Communications and the Department of Parks and Recreation.
2. The Department has determined that it is in the best interest of the District to enter into a sole source contract with SAM for the period of three (3)-months and then (10)-days in an effort to continue providing Security Guard Services for Sector 2 as defined under the sole source contract DCAM-22-NC-SS-0002.
3. The Department has issued a new Indentation for Bid (“IFB”) solicitation for security guard services that include a revamp of the scope of services and will align the contract terms with the current Contract for services in Section 1 and 3, running from April 11<sup>th</sup> through April 10<sup>th</sup> annually.
4. The incumbent that is currently providing Security Guard Services in Sector 2 is vital to the District and these services must be continued without interruption.
5. It is most advantageous to the District to engage the incumbent to provide services under this sole source contract DCAM-22-NC-SS-0002 based on their relevant expertise and historical knowledge of the critical services needed.
6. The contractor has provided satisfactory services and is uniquely positioned to ensure the continuity of services.
7. A sole source contract is the most advantageous method to avoid life threatening situations and disruption of critical security services; ensuring an uninterrupted continuation of service while the District prepares and finalizes a solicitation for competition and award a contract with a base period and option years upon Council approval.

**5. CERTIFICATION BY DEPUTY ASSOCIATE DIRECTOR OF THE PROTECTIVE SERVICES DIVISION**

I hereby certify to the best of my knowledge and belief, all of my statements are true, correct, and complete and that the information given herein is true and accurate to the best of my knowledge and belief.

Date: 12/3/21

*Christopher B. Prince*  
Christopher B. Prince  
Deputy Associate Director

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole-source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

12/3/2120  
Date

*Domonique L. Banks*  
Domonique L. Banks  
Supervisory Contract Specialist  
Contracting Officer

**7. CERTIFICATION BY CHIEF PROCUREMENT OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. As the Chief Contracting Officer at the Department of General Services, I approve the use of the sole source procurement method for this requirement.

12/3/2021  
Date

*George G. Lewis*  
George G. Lewis, CPPO  
George G. Lewis, CPPO  
Chief Procurement Officer  
Chief of Contracts and Procurement