

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**DETERMINATION AND FINDINGS  
FOR  
EMERGENCY PROCUREMENT**

**Agency:** Department of General Services (the “Department” or “DGS”)  
**Caption:** Emergency Security Guard Personnel Services (Emergency Contract)  
**Contract No.:** DCAM-24-NC-EM-0022  
**Contractor:** CSI Corporation of DC

**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 Emergency Security Guard Personnel Services at various District of Columbia locations. 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 Contract (DCAM-24-NC-EM-0022) 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.

CLIN	DESCRIPTION OF SERVICES	CSI
0001	Security Officer (SO) (Guard I)	\$51.33
0002	Commissioned Special Police Officer (SPO) (Guard II, Unarmed)	\$59.59
0003	Commissioned Special Police Officer (SPO) (Guard II, Armed)	\$59.59

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

The Department of General Services’ Protective Services Division (“PSD”) provides security and Special Police services that support District government operations, protection of employees, resources, and facilities at approximately 840 District-owned and leased properties. Services include patrol operations, contract security guard management, and electronic security systems, and access control. To this end, PSD also provides assistance to District and Federal agencies during special events and criminal investigations. In addition, PSD is responsible for responding to Additional Security Requests (ASR) from other District agencies for temporary events or permanent security enhancements. The ASRs for additional security are processed by the Administrative Services Section and approved by PSD command staff. The requirements for services are often sudden and demand an immediate response with less than a 24-hour notice. Given the sensitivity of these critical service it is imperative for PSD to be responsive to client agencies with rapid turn-around and immediate dispatch of guard personnel to ensure program services are continued for our fellow client agencies without disruption.

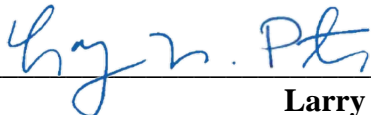
It is imperative that DGS contract with an additional security firm who is currently operating in the District and has immediate access to licensed and reliable armed/unarmed USPO and SO guards in order to support the District’s increased and often fluid emergency security needs. The Departments’ current security guard firm is managing a large portfolio of services across the city and the Department determined that it is unpractical to add additional locations which may have a negative impact on the vendors’ capacity considering the active deployment staffing levels. Additionally, it is imperative that the contracted vendor operate within the SEIU labor union guidelines.

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 is committed to engaging local Certified Small Business Enterprises (CSBEs) to the greatest extent possible while ensuring CSBEs have opportunities to grow their capabilities through engagement on DGS programs and contracts.

**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.

February 20, 2024  
**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.

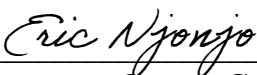
February 20, 2024  
**Date**

  
\_\_\_\_\_  
**Kianna S. 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 emergency security guard personnel services for various District of Columbia locations.

February 20, 2024  
**Date**

 (Eric Njonjo)  
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**George G. Lewis, CPPO**  
Chief Procurement Officer  
Chief of Contracts & Procurement