

## GOVERNMENT OF THE DISTRICT OF COLUMBIA

### DETERMINATION AND FINDINGS FOR AWARD OF CONTRACT ON SOLE SOURCE BASIS

**Program Agency:** Department of Behavioral Health  
**Proposed Contractor:** Federal Key LLC  
**Contract Number:** RM-16-C-029-BY0-MTD  
**Caption:** Automated Key Management System for Saint Elizabeths Hospital

#### AUTHORITY

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

#### 1. MINIMUM NEED:

DBH requires a subject matter expert with verifiable experience with Key Management design, consulting and installation services targeted for use in Government and Correctional type facilities. The Consultant shall provide expertise in gathering and analyzing facility data, understanding District, Health and Correctional Facility unique requirements in order to provide a Key Management System that provides quality control, aids Saint Elizabeths Hospital (SEH) in meeting key management compliance for accreditation, prevent unapproved key set access and provide notifications for key sets that remain in use outside of approved time frames. These combined activities shall promote a safe and secure Inpatient Psychiatric facility which houses Civil and Forensic Consumers.

Contractor shall review the site for analysis of unique key management needs and program designs. Services shall include but not limited to equipment, labor, software with licensing and training for a Period of Performance of One (1) year for the projected dates of March 30, 2016 through March 29, 2017.

#### 2. FAIR AND REASONABLE PRICE:

The estimated Fair and Reasonable Price is \$140,000.00. Manufacturers of similar devices based on industry standards and pricing for the estimated labor, initial contract fee, materials and projected installation costs was researched by Saint Elizabeths Hospital to meet the facilities unique needs. The manufacturer, Key Trak Inc., provides an Automated Key Management system which is distributed and installed for Federal, Local/State governments via Federal Key LLC. A Market survey was unable to be completed as a result of the exclusive relationship between the manufacturer/distributor which was verified by both Saint Elizabeths Hospital and the assigned procurement specialist. The required system pricing was determined to be Fair and Reasonable.

#### 3. FACTS SUPPORTING SOURCE SELECTION:

- Saint Elizabeths Hospital is required to maintain a high level of Physical Security and Safety for the District's owned and operated In Patient Adult Psychiatric facility.
- The Contractor, Federal Key LLC, provides automated Key Management solutions for Federal installations nationally and abroad.
- The Contractor has extensive knowledge of working in facilities similar to Saint Elizabeths Hospital and is one of the largest providers of key control in the industry who can provide automated key solutions to handle 500+ key sets.

- The computerized drawer feature that KeyTrak System designs provides the best feature to safeguard and track SEH key usage as it can handle biometric and DC Access Card access.
- The KeyTrak System offers notifications and administrative reports to support facility key management accountability and reporting. The system can be configured to send multiple electronic alerts in response to overdue keys and keyset violation reports. Efficiency in Key Management shall reduce key reproduction cost and deter security breaches due to unaccounted key sets.
- The Versatile Smart Panel (VSP) Guardian model Key Trak System shall enhance the Hospital's key control; by providing a comprehensive access control upgrade. The system also allows for expansion by adding additional cabinets with minimal additional costs.
- The Key Trak Systems provides essential support services such as online and telecom technical assistance, web based training, after hour service calls and the necessary flexibility to customize, restructure, and update various components.
- There is no other source determined qualified to provide the required equipment with installation services suitable for high risk facility with complex design, unique key management requirements with built in reporting/tracking technologies for Saint Elizabeths Hospital.

**4. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
 Dr. Tanya Royster, Agency Director  
 Department of Behavioral Health

\_\_\_\_\_  
 Date

**5. CERTIFICATION BY CONTRACT SPECIALIST**

I hereby certify that the above findings are true and correct to the best of my knowledge. Further, I certify that the notice on intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

\_\_\_\_\_  
 Margaret T. Desper, CPPB  
 Contract Specialist

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 Date

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

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 Samuel Feinberg, CPPO, CPPB  
 Cluster Health Services  
 Chief Contracting Officer

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 Date