



**DEFENSE LOGISTICS AGENCY**  
DISTRIBUTION  
430 MIFFLIN AVENUE SUITE 3102A  
NEW CUMBERLAND, PENNSYLVANIA 17070-5007

**MEMORANDUM FOR RECORD**

**SUBJECT:** Sole Source  
Solicitation /Contract # SP3300-19-Q-0047

**REFERENCE:** FAR 11.105, DFARS/ PGI 211.105 or FAR 13.106(b)(1)(i)

**1. Identification of the Agency and Contracting Activity**

DLA Distribution, DLA Distribution J7  
BLDG 430 Mifflin Ave  
New Cumberland PA 17070

**2. Describe the contract action, to include the dollar value and the type of limited justification.**

This acquisition is conducted using FAR Part 13 Simplified Acquisition Procedures and will be conducted by soliciting from a single source in accordance with FAR 13.106(b)(1)(i). This requirement will be awarded to an authorized distributor, Delmar Enterprises Inc., of Key Systems, Inc., the equipment manufacturer. [REDACTED]

**3. Description of the Supplies/Services**

DLA Distribution is required to purchase and have delivered four (4), 64 position, Key System Incorporated Security Asset Manager (SAM) cabinets with solid steel doors. Additionally, Small Format Interchangeable Core (SFIC) (BEST 7-pin interchangeable cores) housings will be needed for key override of the door and cabinet panel. Four SAM cabinets are required to secure operating keys for multiple locations and will enhance the current key control program by providing a better level of security/accountability for those keys. Delivery will be 30 days after contract award and SAMs will be installed by Installation Operations (Facility and Electronic Security System) personnel.

**4. Justification Rationale for Use of Sole Source**

DLA Distribution Susquehanna, PA currently operates under the Global Facilities Management System (GFMS), which includes 40 Single Box Devices and 4 SAM cabinets that are connected to the electronic key control (EKC) platform at DLA Distribution Susquehanna, PA. The purpose of the SAM cabinets is to secure operating keys for multiple locations and will enhance the current key control program by providing a better level of security and accountability. The purpose of the GFMS software is to manage and monitor all Key Systems electronic cabinets through the EKC



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platform. This GFMS software is solely engineered, written, and published by Key Systems, Inc. The SAMs and their components, are also solely engineered by Key Systems, Inc. Therefore, it is not in the Government's best interest to purchase from another vendor because no other system is compatible with the GFMS software.

## **5. Market Research and Interested Sources**

Key Systems, Inc., the manufacturer, states that the Delmar Enterprises, Inc. is the only available authorized reseller/distribution agent of the GFMS system. The 40 Single Box Devices and the 4 SAMs currently in use are all produced by Key Systems Inc.

## **6. Determination**

The Key Systems SAMs and accompanying software are essential to the Government's needs, and a sole source letter from the OEM (Key Systems) confirms Delmar Enterprises is the sole distributor in the area. Since the GFMS is sole source to Key Systems, and manages and monitors all electronic cabinets, it is determined that no other company can produce a SAM capable of integrating with the current software. Other key cabinets do not meet and cannot be modified to meet the agency's needs. The basis for not providing for maximum practicable competition is documented in the file and justified when the acquisition is awarded using simplified acquisition procedure.

Therefore, this requirement will be specified from a single source in accordance with 13.106(b)(1)(i).

## **7. Other Supporting Facts**

N/A

## **8. Fair and Reasonable**





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[REDACTED]

[REDACTED]

**9. Certification, Review, and Approval**

The following endorsements/approvals are to be provided for the Justification.

[REDACTED]