Single Source Justification (Simplified Acquisition)

Section A: General Contract Information

Is this a Bridge Action as defined in the AF Bridge Action Reduction Plan? ☐ Yes ☒ No

Contracting Activity: 355th Contracting Squadron

Project/Program Name: Keytrack System

Purchase Request / Local ID Number: F1P35K6100A001

[redacted]

Section B: Description of the Supplies/Services Required

355th Civil Engineering Squadron requires a turnkey electronic key management system (KeyTrak System) to upgrade the existing equipment currently in use at the installation dormitories. The requirement includes all hardware (cabinets, drawers, server, etc.), software, installation, training, and a one-year support agreement necessary to provide a fully functional system.

The CLIN structure is as follows.

- CLIN 0001: 355 CES Dorm Keytrak System (All required system hardware, cabinets, drawers, server, software, licenses, API integration, etc.) - QTY:1

Section C: Justification for Soliciting from a Single Source or Brand Name

The use of a Brand Name Only description is required to ensure compatibility with the existing infrastructure and to meet the Government's minimum security needs for the Davis-Monthan AFB dormitories. Keytrak is the preferred brand as its system is known to satisfy the robust requirements of the end user's operational environment.

Keytrak's combination of integrated physical locking mechanisms, efficient use of limited facility space, and advanced automated tracking has proven effective. Strict key accountability is a mandatory security requirement. As such, the Keytrak system provides comprehensive automated tracking that logs the user's identity, maintains the chain of custody, and records the duration a key is checked out. Additionally, using Keytrak equipment establishes these known, effective performance features as the minimum standard thereby ensuring the Government's needs are satisfied while still promoting competition within the small business community.

Section D: Efforts to Obtain Competition

A comprehensive market research effort was conducted. IAW FAR Part 8, a review of mandatory sources (AbilityOne, UNICOR/ FPI) and preferred sources (GSA/AF Advantage) was performed and yielded no capable sources. Subsequently, a Sources Sought notice was posted to SAM.gov for five (5) days to identify all capable sources for a "Keytrak or Equal" system. The market research identified a total of three (3) capable small business sources who expressed interest and confirmed their ability to meet the requirement. This demonstrates that adequate competition is anticipated.

Section E: Steps to Preclude Future Single Source or Brand Name Awards

It is the goal of the 355th Contracting Squadron to utilize the most efficient and affordable services in an effort to meet the customer's needs in a timely manner. Based on the customer's requirement and totality of needs, it has been determined that a Brand Name Only solicitation should be posted to the GPE utilizing a Total Small Business set-aside. However, if future requirements arise, we will again seek manufacturers / distributors that offer technology equivalent to that requested by the customer.

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Section F: Contracting Officer's Determination

I have determined, in accordance with FAR 13.106-1(b)(1), that the circumstances of this contract action deem only a single source is reasonably available.

Date	Typed Name and Rank/Grade of Contracting Officer	Signature of Contracting Officer
11-Jun-2026	Micky L. Hallman, GS-13, DAF	HALLMAN.MICKY.LYNN.1187270584 Digitally signed by HALLMAN.MICKY.LYNN.1187270584 Date: 2026.06.11 13:14:53 -07'00'