

**DETERMINATION AND FINDING
FOR A SOURCE PROCUREMENT**

AGENCY: District of Columbia Public Schools
Office of Data Systems and Strategy
CAPTION: *Asset Management Licenses and Services*
PROPOSED CONTRACTOR: Hayes Software Systems DBA Gem-Cap
CONTRACT NO. RK113328

FINDINGS

1. AUTHORIZATION:

D.C. Code 2-354.04 and 27 DCMR, Section 1304 and 1700.

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA) on behalf of the Office of Data Systems and Strategy is seeking to continue utilizing the maintenance of the proprietary asset management system, radio-frequency identification (RFID) licenses, training services and RFID scanners of the vendor Hayes for SY19-20. The maintenance support and requirement for software usage from Hayes would assist school administrators and personnel on site with students to improve property accountability and ease the management of electronic devices (i.e. laptops, tablets, desktop computers, etc.).

3. ESTIMATED COST:

The estimated cost is \$111,650.00 for the proposed cost of the requirements through 9/30/19.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

The District of Columbia Public Schools (DCPS), Office of Data Systems and Strategy recommends partnering with Hayes to fully maintain, train, and increase infrastructural hardware for asset management purposes throughout DCPS. The vendor Hayes will provide requirements which will include:

- Existing licenses maintenance renewal term (software licenses)
- Existing and continual training and consultation services
- RFID scanners (hardware)

These services will allow DCPS the following detailed capabilities:

- **Device tracking:** Students are increasingly using computing devices, making their presence in the classroom as much of a necessity as textbooks. Unlike textbooks, however, mobile devices can easily be moved, lost or stolen. Without an existing inventory of mobile devices, schools do not know what type or how many devices are currently being utilized within their environments. The implementation of a centrally managed system of tracking computing devices is imperative to the successful retention of District-funded hardware.
- **Support:** Help desk and IT staff cannot provide proper support to devices and systems that are not approved or supported by OCTO and DCPS, and with which they are not familiar. If schools continue making individual IT purchasing decisions, a multitude of devices and software will make

it difficult or impossible to continue providing support. This creates a security risk with a potential lack of software updates and access control, and may affect the ability to provide problem solving and break-fixes to unsupported items. A singular, centralized method of device management will ensure consistent tracking and application of security updates and patches, facilitate remote management of access and security rules, and streamline overall hardware and application support.

- **Centralization:** In addition to issues affecting individual schools, overall centralization is a best practice that should be employed by all agencies to ensure efficient and effective management. Bringing all items within the environment into one portfolio under the oversight of DCPS IT leadership will help to support big-picture decisions that affect and take into consideration the needs of the entire agency.
- **Spending:** It is in the best interest of the agency as a whole to manage IT devices more closely, as school funding continues to be spent on both hardware and software applications. Mobile devices that become lost or stolen, without a means of tracking or recovery, contribute to wasted funds from DCPS budget. Implementation Hayes for central device managing will also prevent future unauthorized purchases of device management tools, for which funding can be better allocated elsewhere within schools' budgets.

This proposed DCPS procurement requests Hayes to provide the continuity of services and supplies necessary to continuously provide an asset management virtual environment for the agency necessary to manage the electronic devices issued to employees, teachers, students and administrative personnel.

5. **BACKGROUND AND HISTORY:**

In 2015 DCPS embarked on an initiative to centralize and provide oversight to all IT processes and procurements. Up until last year, schools within the DCPS system have been using individual funding sources to select and procure IT items at their discretion, without need for review or approval. Thus, the current IT environment is comprised of many disparate systems, products, and applications without a comprehensive product inventory.

This process creates difficulties for both leadership and support staff. It is difficult to make broad IT-related decisions without knowing what exists within the school environments and how they will be affected. Additionally, many products that have been purchased are not supported and therefore staff cannot adequately provide support in addressing issues the schools encounter in deploying and using their devices.

In order to proactively (and retroactively, for those schools that have already implemented related applications) mitigate the risks associated with a lack of oversight and centralized management, DCPS purchased and deployed Hayes application software as a means of tracking and managing computing devices throughout the school system.

Additional unique qualifications and history related to vendor requirements and performance with DCPS:

- During the 2015-2016 funding year, IT in conjunction with Business Operations, Facilities, Warehouse and Logistics, Federal Grants, and OTL pursued rigorous market research and Hayes was deemed the most appropriate in comparison to Follett, Fishbowl, Oracle primavera, Heat, and many others.

- In October 2017-2018, DCPS had acquired two staff members to manage the rollout, backend console set-up, and long-term planning, and support of the program.

Hayes’ provides the following application support tasks and activities:

- Asset data validation, based on DCPS’ requirements
- Data mapping to Aspen and other DCPS information systems, as required
- Remote administration of the Hayes application and application environment
- Management of users and administration of LDAP integration
- Training and mentoring to support the DCPS Hayes rollout plan to school and district personnel, including training of new personnel
- Project management to support the needs of the DCPS Hayes asset management initiative

There is a severe need for asset management support to be put in place as soon as possible as the Hayes solution contributes to system needed to prepare schools to handle the quantity of devices being delivered as apart of modernizations and ELI projects and the fulfil reporting obligations to local and federal agencies.

In light of the above findings a sole source award is in the best interest of DCPS and would be the most efficient cost-effective procurement method for the continual use of these required services and supplies.

CERTIFICATION by the Office of Data Systems and Strategy (ODSS)

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

Date

Colin Taylor
Chief, Office of Data Systems and Strategy (ODSS)

CERTIFICATION AND DETERMINATION

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354.04 and 27 DCMR 1304 and 1702.

Date

Candace Butler
Deputy Chief Procurement Officer