

**City of Killeen**  
**Sole/Single Source Purchase Form**

Vendor Name: KAYA Associates, Inc.

Vendor Contact: Steven Johnson

Phone: 859.887.1367 ext 5003 FAX: \_\_\_\_\_

Check one:  This is a recurring procurement from \_\_\_\_\_ to \_\_\_\_\_ (cannot exceed 1 yr )  
(mm/yy) (mm/yy)

OR

This is a one-time procurement for this product or service. (Cost \$ 733,598)

**Purpose:** You will complete this form for procurements where the basis for the vendor selection is:

- 1) Only one *specific* supply or service that can reasonably meet your need
- 2) Only one vendor who can reasonably provide that supply or service

**You MUST meet BOTH criteria to have a sole-source procurement.**

**You MUST meet criteria #1 to have a brand name sole source procurement.**

Date of Request June 30, 2016 Requisition or PO Number: \_\_\_\_\_

Requesting Department: Aviation

Contact Name: Matthew Van Valkenburgh, AAE – Executive Director of Aviation

Phone: 254.501.8700 Fax: 254.501.8744

E-Mail: mvanvalkenburgh@killeentexas.gov

Before a decision can be made to approve a request for Sole Source procurement, the following information is needed. Please provide all of the requested information on this form and submit it to the Purchasing Manager.

**Note:** A sole source justification cannot be based on price alone. If sole source is approved, your department will be required to make a determination that the price is fair and reasonable. Please submit applicable information on this form.

Note: If additional space is required, use additional sheets of paper and submit with this completed form.

1) NEEDS STATEMENT –

Describe in detail the product and/or service to be procured and how they meet your needs.

KAYA Associates, Inc. is to provide packaging, shipping, setup, integration, commissioning/certification and maintenance of the Army owned Transportable Air Traffic Control (ATC) Communications and Radar Operations Facility (TACROF) at Robert Gray Army Airfield (RGAAF), and the de-installation, packing and shipping at the conclusion of the project. For further detail, please see the attached memos and letter.

Also included in the contract are the removal, storage, reinstallation, and recertification of the existing ATC equipment.

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2) FEATURES REQUIREMENTS –

What unique design/performance features does this product/service have that are essential to your requirements? Please provide a brief yet technical explanation as to why these features are essential. Provide the manufacturer and model of your existing equipment. List the major features/capabilities of the product/service that are required:

The TACROF is a one of a kind facility designed and built by KAYA Associates specifically for the U.S. Army, and is managed by PM ATC. Per PM ATC Directives, only companies with demonstrated system proficiency and the proper training and certification on the specific equipment contained in the TACROF can be contracted to work on the system. KAYA is the only company that has trained and certified technicians with experience with the TACROF. Also, since the TACROF is a one-of-a-kind facility, designed and built by KAYA, they are the only company that has full copyright ownership of the Design and Integration Intellectual Property and is the only company with access to the proprietary schematics and drawings needed to integrate the facility with RGAAF Air Traffic Control (ATC). No other company has been contracted to relocate and integrate the TACROF into Army ATC operations; therefore, KAYA's the only company with demonstrated experience and proficiency as required by PM ATC. For more details, see attached memos and letter.

Part of the integration process is removal, reinstallation and recertification of existing ATC equipment.

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3) **COMPETING BRANDS INVESTIGATED –**

What other suppliers did you contact? Did you consider other products or services with similar capabilities? Indicate the specific brands/models of competitors' products that were investigated and describe why, specifically, they do not meet some, or all, of the FEATURES REQUIREMENTS listed in Item #2. Requestor needs to state that to the best of his/her knowledge, these are the only companies that make this type of equipment. Please list sales representatives and telephone numbers so we may contact these vendors to verify that other products do not meet your needs.

Based on the fact that KAYA is the only company that meets the Army's requirements for experience and proficiency, is the only company that has full copyright ownership of the design and Integration Intellectual Property, and is the only company with access to the proprietary schematics and drawings are needed to integrate the TACROF with RGAAF ATC, no other vendor was contacted. For more detail, see attached memos and letter.

4) **BRAND NAME SOLE SOURCE –**

Is the specific brand/model of product being recommended for procurement available from more than one source (i.e., dealers, distributors)? ( ) Yes ( ) No

If "Yes", this will be processed as a brand name sole source. Please provide the company names of known sources:

N/A – this is not a product; it is a service that, in this case, can only be provided by one company. See attached memos and letter for more details.

5) **CONFLICT OF INTEREST STATEMENT –**

The Department must have the vendor verify that there is no real or potential Conflict of Interest (CIQ) in recommending this product and/or service as a Sole Source procurement. If there is any potential for Conflict of Interest, the vendor is responsible for filling out a CIQ questionnaire.

6) SOLE SOURCE PURCHASE JUSTIFICATION MEMO-

Attach the memorandum from the vendor which addresses the five (5) criteria for justification of a sole source purchase, mentioned above.

**Department Approval:**

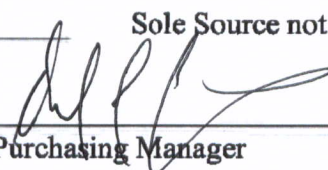
By signing below, the Department is certifying that the information submitted on this form is accurate. The final determination of sole source or brand name sole source will be made by the City Manager.

Matthew Van Valkenburgh, Digitally signed by Matthew Van Valkenburgh, AAE. DN: cn=Matthew Van Valkenburgh, AAE, o=City of St. Louis, ou=City of St. Louis, email=matthew.v.valkenburgh@stlmemo.org, c=US June 30, 2016  
AAE \_\_\_\_\_ Date  
 Signature (Department Head) \_\_\_\_\_  
 Matthew Van Valkenburgh, AAE – Executive Director of Aviation

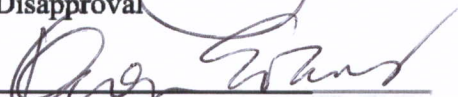
FOR PURCHASING DIVISION USE ONLY

**RECOMMENDATION:**

Sole source approved – purchase as requested.  
 Brand name approved – issue bid on a “no substitutes” basis.  
 Sole Source not approved – issue bid using performance specifications.

 \_\_\_\_\_ 1 July 2016  
 Purchasing Manager Date

Recommend: Approval or Disapproval

 \_\_\_\_\_ 7/1/16 \_\_\_\_\_  
 Director of Finance Date Comments

Recommend: Approval or Disapproval

 \_\_\_\_\_ 7/15 \_\_\_\_\_  
 City Attorney Date Comments

Approved or Disapproved

 \_\_\_\_\_ 7/18/16 \_\_\_\_\_  
 City Manager Date Comments



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5002

IMHD-PW

7 June 2016

MEMORANDUM FOR RECORD

SUBJECT: Transportable Air Traffic Control (ATC) Communications and Operations Facility Acquisition

1. With the recent funding for the repair and renovation of the Robert Gray Army Airfield (RGAAF) Army Radar Approach Control (ARAC) facility, the City of Killeen is moving forward with the design and construction contracts for this critical project.
2. A critical component of this project is the Transportable Air Traffic Control Communications and Radar Operations Facility (TACROF), a transportable, containerized, airfield ATC operations system. It has the ATC capabilities of an ARAC with automation, radios, voice switching, recording, and is unique in that it can include RGAAF's precision approach radar capability in the facility. Additionally, this facility contains all the necessary systems to adequately manage the airspace traffic of a fully-functional approach control facility while maintaining connectivity to the National Airspace System.
3. The TACROF is a one-of-a kind facility, designed and fabricated by KAYA Technical Services, LLC, Charleston, SC, specifically for the Army, and managed by PM ATC. Per the requirements of PM ATC, only companies with demonstrated system proficiency and the requisite system training and certifications can be contracted to work on the specific equipment of the TACROF. KAYA is the only company which has trained and certified technicians that have experience with the TACROF, and, all TACROF relocations, emplacements, setups and ATC integrations for the Army have been performed by KAYA. As such, they possess the skills and experience required to safely perform this mission, to include equipment-trained personnel with certification recommendation authority, once equipment has been re-installed in the ARAC. Also, given that the TACROF is a unique facility designed and constructed by KAYA, the company has full copyright ownership of the Design and Integration Intellectual Property, and is the only vendor with access to the proprietary schematic and drawings needed to integrate the facility with the RGAAF operational systems.
4. KAYA is the only vendor that has been contracted by the Army to relocate and integrate the TACROF into Army ATC operations. To ensure the success of this renovation project, without putting the safe operation of RGAAF, Fort Hood, and national air space management at risk, a sole source contract to KAYA for the TACROF is fully justified and recommended.

DOSA.BRIAN.LAWRENCE  
E.1045276682  
BRIAN L. DOSA  
Director of Public Works

Digitally signed by DOSA.BRIAN.LAWRENCE.1045276682  
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USA,  
cn=DOSA.BRIAN.LAWRENCE.1045276682  
Date: 2016.06.07 11:49:24 -0500