



**City of Richmond
Sole Source Justification**

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Carahsoft Technology Corp **Contact Name:** Sean Hiebert

Address: 11493 Sunset Hills Rd Suite 100

City: Reston **State:** VA **Zip Code:** 20190

Phone Number (703) 871-8500 **E-Mail** sales@carahsoft.com

Duration of Contract: 3 years

Estimated Cost: \$ 41,492.87 **Funding Source (Account String)** 01194021-400209

Is the product/service IT related? Yes No **If Yes, please attach the approved IT Authorization Form**

For Product: Is the recommended company the manufacturer of the product? Yes No

For Product: Does the manufacturer sell the item(s) through distributors? Yes No

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

The GrayKey device manufactured by Magnet Forensics, provides law enforcement agencies with a powerful, forensically sound solution for accessing and extracting data from locked and encrypted mobile devices. Designed to support modern digital investigations, GrayKey can unlock a wide range of iOS and Android devices—even those with advanced encryption or complex passcodes. Once unlocked, the device enables full file system extractions, providing access to critical evidence such as deleted messages, app data, photos, browser history, and keychain information. This data can be essential for investigating serious crimes, including human trafficking, homicides, and crimes against children. GrayKey is built for both field and lab environments and includes automated processes to streamline evidence collection while maintaining strict chain-of-custody protocols and audit logs to ensure the integrity of the data for courtroom use. The scope of service also includes support for encrypted applications and the ability to extract associated cloud-based content when available. The Richmond Police Department has secured a 36-month contract for GrayKey, which includes up to 90 device unlocks, software updates, technical support, and ongoing access to GrayKey expert resources and training. This investment in cutting-edge technology will significantly enhance the department's capacity to conduct timely, efficient, and thorough digital investigations.

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the

recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Magnet Forensics is the manufacturer of the GrayKey device. There are only two known authorized resellers of this device in California, StateStore and Carahsoft. Previous efforts to obtain the liability, I.T., and cyber insurance required by the City of Richmond from both Magnet and StateStore have been unsuccessful. Carahsoft is in good standing with the City of Richmond, has current insurance on file with the City and is currently being used by the City Clerk's Office.

(if additional space is needed, include them in a separate page)

Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**, and contractor solely transacts (sells) direct to the customer. (There are no dealers or distributors for contractor).
- The required items are **proprietary to the Contractor**, and **contractor does not sell direct to the customer**. Contractor solely distributes the item or service through only one dealer or distributor in the United States. (There are no dealers or distributors for contractor).

Note: If item or service is available from more than one source, the item or service may be treated as proprietary, but must be competitively solicited from multiple (two or more) sources.

- A specific item is needed:
 - To be compatible or interchangeable with existing hardware
 - As spare or replacement hardware For the repair or modification of existing hardware
- Federal or state grant names vendor as condition of funding. (Attach copy of grant that names vendor)
- There is a **substantial risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process or the **services sought**). ***In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial risk.***

Both Magnet Forensics and StateStore are unable to meet the insurance requirements of the City of Richmond. The only known company which is in good standing with the City is Carahsoft.

- Continuation of prior Work** – Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need. ***Provide brief explanation and supporting evidence.***

(if additional space is needed, include them in a separate page)

I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Richmond Police Department

Requester Name and Title: Elizabeth Bashan, Captain

Note: Requester must be able to defend this justification.

Date: 1-29-26

Phone: _____

Department Director (Print) Tim Simmons (Sign)  Date: 1-29-26

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director:

APPROVED: _____

DATE: / /

NOT APPROVED: _____

COMMENTS:

City Manager
(Under \$10,000.00)

City Clerk Attesting to Council Approval
(Over \$10,000.00) (Copy of Minutes may be substituted)

Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.

PROCEDURE

Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.

I.T. – RELATED PURCHASES AUTHORIZATION

Form must be fully completed and signed prior to information technology related purchases


Date ~~04/24/2025~~ 10/27/25
 Requested Vendor CARASOFT TECHNOLOGY CORP
~~Magnet Forensics, LLC~~ V# 14712
 Vendor Address ~~931 Monroe Dr. NE., Ste #A102-340~~ 11493 SUNSET HILLS RD #1000
~~Atlanta, GA 30308~~ RESTON, VIRGINIA 20190
 Contact Person ~~Brent Gromer~~ ROJINA MOHAMMED
 Email Address brent.gromer@magnetforensics.com ROJINA.MOHAMMED@CARASOFT.COM
 Phone No (605) 381-1734 571-591-6139 Fax # _____

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total</u>
1	Graykey hardware / software	\$ 37,820.00 \$41,431.66	\$ 37,820 \$41,431.66
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Total			\$ 37,820 \$41,431.66

Purpose

This section must be completed with respective price quote(s) included with form:
 To provide the Police Department with ability to unlock and extract critical data from encrypted or locked mobile devices, which is often required for criminal filing and court testimony.

Requested by



 Department Head
6/20/25

 Approval Date

Sue Hartman

 IT Director
 May 6, 2025

 Approval Date

ADA (American with Disabilities Act) Compliance Access and Accommodation

Compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973: In order to improve accessibility of existing technology and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired, deaf and hard-of-hearing persons please answer the following questions:

Is this item ADA Compliant? Yes _____ No _____

If NO, please answer the following questions:

Will this item be used by the public? Yes _____ No _____
Can other vendors provide an ADA compliant product? Explain

Will this item be used by City employees? Yes _____ No _____

Categories for Information Technology (IT) Product

- **Software applications and operating systems**
- **Web-based information and applications**
- **Telecommunications products**
- **Video and multimedia products**
- **Desktop and portable computers**
- **End user hardware**

Examples of Information Technology (IT) Products

- | | |
|---|---|
| <ul style="list-style-type: none">• World Wide Web• Scanners• Printers• Copiers• PDA's• Computers• Computer Software• Computer Operating Systems | <ul style="list-style-type: none">• Phones• Apps• Information Kiosks• ATMs• Multimedia• Videos• Fax Machines |
|---|---|