

Attachment B: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval for Other than Full and Open Competition

Contracting Activity: Department of Veterans Affairs, VISN 04, VA Pittsburgh Healthcare System, 1010 Delafield Road, Pittsburgh, PA 15215. Purchase Request (2237) #646-14-1-4150-0009.

Nature and/or Description of the Action Being Processed: Only One Responsible Source (Sole Source) Award to Hospital Council of Western PA, 500 Commonwealth Drive, Warrendale, PA 15086, (724) 772-8332.

Description of Supplies/Services Required to Meet the Agency's Needs: Purchase annual Hospital Council of Western PA memberships for Pittsburgh, Butler and Erie VAMCs. The expected cost of the service is \$48,000. The Altoona VAMC may be added at a later date which will increase the cost and may require a contract modification.

Statutory Authority Permitting Other than Full and Open Competition: 41 USC 253 (c) (1), as implemented by FAR 6.302-1.

- (X) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
- () (2) Unusual and Compelling Urgency per FAR 6.302-2;
- (X) (3) Industrial Mobilization, Engineering, Developmental or Research Capability or Expert Services per FAR 6.302-3; (6.302-3 (a) (2) (ii))
- () (4) International Agreement per FAR 6.302-4
- () (5) Authorized or Required by Statute FAR 6.302-5;
- () (6) National Security per FAR 6.302-6;
- () (7) Public Interest per FAR 6.302-7;

Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):

There are no other organizations that provide the educational benefits that HCWP does. Long standing annual membership by the VA in this non-profit organization. This organization provides unique data sources and other services as described in the SOW.

Hospital Council of Western Pennsylvania is the only organization which collects and disseminates comprehensive salary data on healthcare employees by sub-region within a 30-county area. Hospital Council conducts two salary surveys: Management Compensation Survey, which is conducted annually and collects data on management level positions within healthcare providers across the region. Hospital Council also conducts the Benchmark Salary Survey twice a year, and this covers 50 different positions within healthcare facilities across the region. The information in both surveys is provided by sub-region,

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Original Date (3/22/2011)

such as Northwest Pennsylvania, the Eastern Region (Altoona, Johnstown, etc.), the Pittsburgh Region (Allegheny and surrounding counties) and the City of Pittsburgh only. There are no other salary surveys which collect this comprehensive level of data and provide it by sub-region.

Hospital Council members who participate in the surveys, receive the survey results as part of their membership. Hospital Council does not sell or otherwise distribute these surveys to any other organizations or individuals besides participating members. Hospital Council's surveys have wide participation from its membership, and includes data from the largest healthcare providers in the region to the small, rural hospitals.

(See email from Hospital Council of Western, PA, dated 9/19/2013, under P02, of the Procurement Action Briefcase, of the eCMS Contract File)

Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable: Other vendors were canvassed but did not meet the requirements requested.

Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable: Membership cost is based on a formula using individual hospital expenditures/budgets. Cost in FY 14 is comparable to last year. Total cost will be less in FY 14 due to two facilities not renewing membership. A discount had also been applied in FY 13 by the HCWP for five facilities joining membership.

Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted: There are no other organizations that provide the educational benefits that HCWP does and therefore market research was not conducted.

Any Other Facts Supporting the Use of Other than Full and Open Competition: None

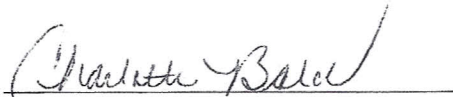
Listing of Sources that Expressed, in Writing, an Interest in the Acquisition: None

A Statement of the Actions, if any, the Agency May Take to Remove or Overcome any Barriers to Competition before Making subsequent acquisitions for the supplies or services required: NA

Requirements Certification:

I certify that the requirement outlined in this justification is a Bona Fide Need of the Department of Veterans Affairs and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge and belief.

(This signature is the requestor's supervisor, fund control point official, chief of service, someone with responsibility and accountability)



Name: Charlotte Baloh

September 19, 2013

Date

Title: VISN 4 Budget Analyst

Department/Facility: VA Healthcare VISN 4

Approvals in accordance with FAR 6.304:

Contracting Officer's Certification: (required) I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.



Name: Ronald Mazzei

9/19/13

Date

Title: Contract Specialist

Facility: HJ Heinz

VISN/PCA QA: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Name Date

Title

Facility

NCM/PCM: I certify the justification meets requirements for other than full and open competition.

Name Date
Network Contract Manager
VISN/PCA