

Attachment 1: Request for Limited Sources Memo Format

LIMITED SOURCES JUSTIFICATION

ORDER >\$3,000

FAR PART 8.405-6

2237 Transaction # or Vista Equipment Transaction #: 438-13-4-040-0511

This acquisition is conducted under the authority of the Multiple Award Schedule Program. The material or service listed in par. 3 below is sole source, therefore, consideration of the number of contractors required by FAR Subpart 8.4 – Federal Supply Schedules, is precluded for the reasons indicated below.

Restricted to the following source:

Manufacturer/Contractor: Steris Corporation

Manufacturer/Contractor POC & phone number: Ryan Henke; 701-371-1780

Mfgr/Contractor Address: 5960 Heisley Road, Mentor, Ohio 44060

Dealer/Rep address/phone number: Same as manufacturer

☒ The requested material or service represents the minimum requirements of the Government.

(1) AGENCY AND CONTRACTING ACTIVITY:

Department of Veterans Affairs
NCO 23: Minneapolis Contracting Office
708 South 3rd Street, Suite 200E
Minneapolis, MN 55415

VISN:

23

(2) NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:

The proposed acquisition is for a firm fixed price delivery order for two (2) Steris Corporation Caviwave sonic cleaners, de-installation of an existing sonic cleaner and installation and training on the new Steris sonic cleaners.

(3) (a) A DESCRIPTION OF THE SUPPLIES OR SERVICES REQUIRED TO MEET THE AGENCY'S NEED:

2 EA – Steris Corporation Caviwave sonic cleaners with single 20 gallon bay - \$19,670.00

1 EA – De-installation of existing sonic unit - \$445.00

2 EA – Installation and training - \$1,200.00

(b) ESTIMATED DOLLAR VALUE: \$42,185.00

(c) REQUIRED DELIVERY DATE: October 1, 2013

(4) IDENTIFICATION OF THE JUSTIFICATION RATIONALE (SEE FAR 8.405-6), AND IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE.

- ☐ Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.
- ☐ A patent, copyright or proprietary data limits competition. The proprietary data is:
- ☐ These are "direct replacements" parts/components for existing equipment.
- ☒ The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed/performing. Describe the equipment/function you have now and how the new item/service must coordinate, connect, or interface with the existing system.

Pursuant to paragraph 1 of a Memo from the VA's Deputy Under Secretary for Health for Operations and Management (10N), "Sterile Processing Services (SPS) Needs Assessment" (January 3, 2013) (the "Memo"), the Memo establishes a VHA initiative with the primary goal of "promot[ing] standardization of reprocessing equipment (RE) used to clean medical devices and reusable medical equipment (RME)." The subject procurement for Steris Caviwave sonic cleaners constitutes RE for which VISN 23 has allocated funds to standardize VISN 23 RE for cleaning and sterilizing RME. The subject RE cleans the RME such that standardizing its usage at the Sioux Falls VA Health Care System and within VISN 23 is consistent with the Memo's health-focused initiative. The Memo also provides that, "standardization of RE and RME serves to reduce variation of processes both within a facility and across the VHA enterprise. This standardization also promotes repeatable, sustainable, and reliable outcomes which ensure safety for SPS technicians, clinicians and Veterans."

The Memo continues in paragraph 2 to emphasize standardization relaying that, "[s]tandardizing RE used to reprocess RME plays a very important role in ensuring the delivery of safe patient care services. RME must be properly cleaned, disinfected, or sterilized. It is critical that staff working in SPS, or other areas outside of SPS where the reprocessing occurs, have the right type of equipment available to meet the RME reprocessing requirements in accordance with manufacturer's instructions. Standardizing RE and RME within a facility reduces the variation of processes used in these efforts and reduces the amount of training required to enable staff to remain competent in these activities."

Three (3) other sites within VISN 23 have purchased this identical Steris medical equipment in an effort to comply with this Memo and its standardization initiative.

- ☐ The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures.
- ☐ An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

(5) DESCRIBE WHY YOU BELIEVE THE ORDER REPRESENTS THE BEST VALUE CONSISTENT WITH FAR 8.4 TO AID THE CONTRACTING OFFICER IN MAKING THIS BEST VALUE DETERMINATION:

The quote provided by Steris Corporation is the published price from GSA e-Buy. In accordance with FAR 8.404(d), the GSA/VA Contracting Officer has already determined the pricing to be fair and reasonable. A separate determination is not required.

(6) DESCRIBE THE MARKET RESEARCH CONDUCTED AMONG SCHEDULE HOLDERS AND THE RESULTS OR A STATEMENT OF THE REASON MARKET RESEARCH WAS NOT CONDUCTED:

VA's Sterile Processing Service departments in VISN 23 have already determined that these Steris sonic cleaners are the most suitable for their needs in standardizing RE. This acquisition is part of the implementation of the initiative outlined in the Memo cited in paragraph 4 above.

(7) ANY OTHER FACTS SUPPORTING THE JUSTIFICATION:

None.

(8) A STATEMENT OF THE ACTIONS, IF ANY, THE AGENCY MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS THAT LED TO THE RESTRICTED CONSIDERATION BEFORE ANY SUBSEQUENT ACQUISITION FOR THE SUPPLIES OR SERVICES IS MADE:

VISN 23 will comply with future VHA guidance for equipment such as this. The Government will conduct market research for future requirements to maximize competition.

(9) 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. I understand that processing of this limited sources justification restricts consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4. *(This signature is the requestor's supervisor, fund control point official, chief of service or someone with responsibility and accountability.)*

SIGNATURE

Jeff Mersch

NAME

Sioux Falls VA Health Care System

FACILITY

TITLE

DATE

September 17, 2013

SERVICE LINE/SECTION

Sterile Processing Service

(10) APPROVALS IN ACCORDANCE WITH FAR 8.405-6(d):

a. CONTRACTING OFFICER'S CERTIFICATION (required): I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

CONTRACTING OFFICER'S SIGNATURE

DATE

September 17, 2013


Arlene Jorgensen Hillestad, Contracting Officer

NCO 23 Minneapolis

NAME AND TITLE

FACILITY

c. **NCM/PCM/DESIGNEE:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief, and I approve this limited sources justification.


SIGNATURE

9/17/2013
DATE

Sandra McAnany
NAME
Minneapolis Facilities Contract Manager

Market Research Report

Requirement Title

1. **Objective:** The purpose of this procurement is to acquire two (2) Steris Corporation Caviwave sonic cleaners, de-installation of an existing sonic cleaner and installation and training on the new Steris sonic cleaners.

2. **Background:** Pursuant to paragraph 1 of a Memo from the VA's Deputy Under Secretary for Health for Operations and Management (10N), "Sterile Processing Services (SPS) Needs Assessment" (January 3, 2013) (the "Memo"), the Memo establishes a VHA initiative with the primary goal of "promot[ing] standardization of reprocessing equipment (RE) used to clean medical devices and reusable medical equipment (RME)." The subject procurement for Steris Caviwave sonic cleaners constitutes RE for which VISN 23 has allocated funds to standardize VISN 23 RE for cleaning and sterilizing RME. The subject RE cleans the RME such that standardizing its usage at the Sioux Falls VA Health Care System and within VISN 23 is consistent with the Memo's health-focused initiative. The Memo also provides that, "standardization of RE and RME serves to reduce variation of processes both within a facility and across the VHA enterprise. This standardization also promotes repeatable, sustainable, and reliable outcomes which ensure safety for SPS technicians, clinicians and Veterans."

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Three (3) other sites within VISN 23 have purchased this identical Steris medical equipment in an effort to comply with this Memo and its standardization initiative.

3. **Market Research Sources:** GSA e-Buy, see Exhibit 1, Category A-88, Ultrasonic Cleaning Systems wherein 13 GAS Contractors are listed none of which but Steris sells the subject equipment. Calls were made to all 13 vendors who said they did not sell the equipment. Steris confirmed that it was the only company that sells the needed equipment.

4. **Market Research Findings:** See paragraphs 2 and 3 above.

5. **Customary Commercial Terms and Conditions:** Yes, see contract.

6. **Market Price:**

2 EA – Steris Corporation Caviwave sonic cleaners with single 20 gallon bay - \$19,670.00

1 EA – De-installation of existing sonic unit - \$445.00

2 EA – Installation and training - \$1,200.00

ESTIMATED DOLLAR VALUE: \$42,185.00

7. **Acquisition History:** As outlined above, three (3) other sites in VISN 23 have complied with the standardization Memo cited in paragraph 2 and purchased Steris corporation Caviwave sonic cleaners.

8. **Other pertinent information:** None.

9. **Recommendations:** The recommendation is to purchase the subject medical equipment under GSA contract no. V797P-4921A, Mfr. Part no. CR12, see Exhibit 2.

Prepared by:

Signature:

Name: Arlene Jorgensen Hillestad

Title: Contracting Officer

Date:

Sept. 17, 2013