

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

For

Other Than Full and Open Competition

1. **Contracting Activity:** Department of Veterans Affairs, VISN 4, 540 Louis A. Johnson, VAMC, 1 Medical Center Drive, Clarksburg, WV 26301
2. **Nature and/or Description of the Action Being Processed:** Metered Mail Postage for New Ricoh Machine request number 540-14-1-4057-0002 as part of the lease agreement for mail equipment and postage metering contract number VA244-13-F-3310. There is an urgent and compelling need for postage for the new Ricoh mail processing machine. Delivery of the equipment and information required to set-up vendor information to place this order for postage received Aug 1, 2013. This contract requires the service be purchased through this vendor and the funds be added to the current machine when exhausted. In order to process facility mail, we are requesting \$300,000 in postage be placed on the new Ricoh machine to ensure a continuation of hospital mail service during the FY14 fiscal year.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** This request will supply funding to the Ricoh machine, currently on station, to process medical center mail. Only use of vendor code 41076000 04 and account code 3331313 for fiscal will allow for the transfer to the existing machine as has been the procedure since the being of the lease.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
 - (X) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
 - (X) (2) Unusual and Compelling Urgency per FAR 6.302-2;
 - () (3) Industrial Mobilization, Engineering, Developmental or Research Capability or Expert Services per FAR 6.302-3;
 - () (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;
5. **Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):**
 - a. **Only One Responsible Source (FAR 6.302-1)** – *The new mail machine lease is Ricoh, This request is to fund postage to that machine.*
 - b. **Unusual and Compelling Urgency (FAR 6.302-2, 6.303-2(a)(9)(ii))** – If funding is not received, mail services to the medical center will cease. All medical center packages requiring USPS delivery will be halted. This will have a direct impact on patient pharmacy shipment and facility administrative needs.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** None...due to binding lease for the machine no other vendor can load postage to the meter.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** Ricoh utilizes USPS negotiated rates with Government.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** Ricoh and negotiated USPS rates are found online.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** N/A
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** none
11. **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:** N/A
12. **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)

Charles E.
Loar 235823


Digitally signed by Charles E. Loar 235823
DN: dc=gov, dc=va, o=internal,
ou=people,
0.9.2342.19200300.100.1.1=charles.loar@
va.gov, cn=Charles E. Loar 235823
Date: 2013.10.30 15:38:40 -04'00'

Name: Charles E. Loar, Jr
Title: Facility Chief Logistic Officer
Facility: Louis A Johnson, VAMC (540)

Date

13. **Approvals in accordance with FAR 6.304** This part if filled out by Contracting Staff as part of the Justification

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


Name JENNIFER L. ROBINSON
Title CONTRACT OFFICER
Facility LOUIS A. JOHNSON VAMC

10/30/13
Date

- b. **VISN/PCA QA:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. *This signature may be the VISN NCM/PCM if the Contracting Officer and Contracting supervisor is the same individual.

NA
Name
Title
Facility

NA
Date

- c. **NCM/PCM:** I certify that the foregoing justification meets the requirements for other than full and open competition.

Supervisory Contract Specialist for
[Signature]
Benjamin Grogg
Network Contract Manager - Acting
NCO 4

10/30/2013
Date

SAO : I certify the justification meets requirements for other than full and open competition.

NA
David Fitzgerald
Director
Service Area Office

NA
Date

- d. **VHA HCA's Review and Approval:** I have reviewed the foregoing justification and find it to be complete accurate to the best of my knowledge and belief and recommend approval (over \$50 million), approve (up to \$50 million) for other than full and open competition.

NA
Norbert Doyle
Head of Contracting Activity (HCA)
Veterans Health Administration

NA
Date

- e. **VHA Senior Procurement Executive Approval (over \$50 million):** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for other than full and open competition.

NA

Jan R. Frye
Deputy Assistant Secretary
Office of Acquisition and Logistics
Senior Procurement Executive (SPE)
Department of Veterans Affairs

NA

Date