

Attachment 2: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

For

Other Than Full and Open Competition

1. **Contracting Activity:** Department of Veterans Affairs, VISN 11, Medical Center VA Illiana Health Care System, VAIHCS. 550-14-2-2200-0252
VAIHCS is purposing plans for the annual Volunteer Recognition Banquet, per VHA Directive 1620.04.
2. **Nature and/or Description of the Action Being Processed:**
Procurement of banquet hall, food prep, food, plated dinner, serving of food, tea, lemonade, coffee, clean up and linens from a single source to hold the Volunteer Banquet for volunteer appreciation
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** The Volunteer Recognition Banquet is to be held annually in the spirit of recognizing our volunteers for their dedication and commitment to VAIHC and our Veterans. Voluntary Services has chosen 5/8/2014 to hold the dinner, award ceremony and entertainment for our 250 volunteer award recipients. With our average volunteer being in their 70's it is unrealistic to request that they travel 45 minutes to an hour for a banquet event. In addition the volunteers need to be served due to ambulatory issues. Turtle Run Golf Course and Banquet Center is the one source that can locally accommodate the group of 250 Volunteers with plated meals. Shimerren, Inc., 332 E. Liberty Lane, Danville, IL 61832. Total: \$4,987.50. Shimerren dba: Turtle Run Golf Club.
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;
 - () (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):

With our average volunteer being in their 70's it is unrealistic to request that they travel 45 minutes to an hour for a banquet event. In addition the volunteers need to be served due to ambulatory issues. Turtle Run Golf Course and Banquet Center is the one source that can locally accommodate the group of 250 Volunteers with plated meals. Voluntary Services contacted Days Inn, Danville Area Community College, Danville Country Club, Danville Boat Club and Wolfe Creek Golf Course. All four additional vendors are unable to seat 250 volunteers; Days Inn seats 230 and does not offer plated meals, DACC seats 150, Danville Country Club seats 80, Boat Club seats 150 and Wolfe Creek seats 160. No other location in the area was found to accommodate the number and needs of the volunteer banquet.

6. Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:

Voluntary Services contacted Days Inn, Danville Area Community College, Danville Country Club, Danville Boat Club and Wolfe Creek Golf Course. All four additional vendors are unable to seat 250 volunteers; Days Inn seats 230 and does not offer plated meals, DACC seats 150, Danville Country Club seats 80, Boat Club seats 150 and Wolfe Creek seats 160. No other location in the area was found to accommodate the number and needs of the volunteer banquet.

7. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable: Pricing is considered fair and reasonable in comparison to PO 550-H30001, original estimated price was \$4,987.50. This is a PO for the banquet last year. Same vendor as above.

8. Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:

Voluntary Services contacted Days Inn, Danville Area Community College, Danville Country Club, Danville Boat Club and Wolfe Creek Golf Course. All four additional vendors are unable to seat 250 volunteers; Days Inn seats 230 and does not offer plated meals, DACC seats 150, Danville Country Club seats 80, Boat Club seats 150 and Wolfe Creek seats 160. No other location in the area was found to accommodate the number and needs of the volunteer banquet.

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

10. Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:

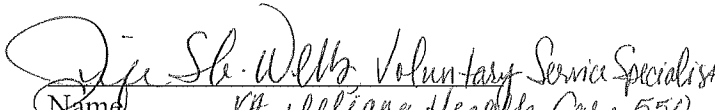
Turtle Run Golf Course and Banquet Center (Shimmerren, Inc.), attn.: Maggie Smith 332 E. Loberty Lane Danville, IL, 217-442-3320.

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:

No additional venues are available within the Danville, IL area that can accommodate for the ambulatory needs of our Volunteers. If additional venues open within a reasonable time frame of the banquet Voluntary Services will seek pricing and availability for 5/8/14 for a plated meal for 250 guests.

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)

 Voluntary Service Specialist 4-2-14
Name at Elliana Health Care, 550 Date
Title Jennifer Wells
Facility Volunteer Specialist

13. Approvals in accordance with FAR 6.304 *This part is 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 Kellie Theisen
Title Contract Specialist
Network 11 Contracting Office

Date

- b. **DOC/PCM (Required \$3K and above):** I certify the justification meets requirements for other than full and open competition.

Name
Director of Contracting/Supervisory Contract Specialist (as appropriate)
Network 11 Contracting Office

Date

- c. **SAO (If over \$650K):** I certify the justification meets requirements for other than full and open competition.

Ricky L. Lemmon
SAO Director
Central Region

Date

- d. **VHA HCA Review and Approval:** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and recommend approval (if over \$12.5 million) or approve (\$650K to \$12.5 million) for other than full and open competition.

NORBERT S. DOYLE
Chief of Procurement and Logistics Officer
VHA, Head of Contracting Activity (HCA)

Date

- e. **VA Deputy Senior Procurement Executive Approval (over \$12.5 million but not exceeding \$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.

C. FORD HEARD
Deputy Senior Procurement Executive (DSPE)
Assistant Secretary for Acquisition and Logistics
Department of Veterans Affairs

Date

- f. **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.

JAN R. FRYE
Deputy Assistant Secretary for Acquisition and Logistics
Senior Procurement Executive (SPE)
Department of Veterans Affairs

Date