

DEPARTMENT OF VETERANS AFFAIRS
Justification and Approval
For
Other Than Full and Open Competition

1. **Contracting Activity:** Department of Veterans Affairs, VISN 16, *Michael E. DeBakey VA Medical Center (MEDVAMC)*
2. **Nature and/or Description of the Action Being Processed:**
To secure Tom Atchison to provide leadership training to MEDVAMC leadership team
3. **Description of Supplies/Services Required to Meet the Agency's Needs:**
The service to be acquired is Dr. Atchison's vast knowledge in leadership training and the knowledge the managers will gain by attending the training that will enhance the leadership teams ability to drive change in the organization. Dr. Atchison provided training to the MEDVAMC in October 2013. The total cost for his services was \$9,000. It is imperative when driving and sustaining change that the leadership team receives the same training from the same speaker.
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).**
In October, 2013, Dr. Atchison spent 2 days training over 40 senior executives from MEDVAMC. The focus of the training was how to increase efficiency, how to manage change, be more productive and how to empower employees at all levels of the organization. He has a very powerful message and MEDVAMC senior management team believe he should train the rest of the management team at the organization. Continuity is the key when trying to spread and sustain a new perspective of improving efficiency throughout the MEDVAMC. In order for there to be consistency the speaker need to be the same to ensure the management team hears the same message. This action is being requested as a follow on to Contract # VA256-13-C-0252. Dr. Atchinson has consulted with government agencies on the intangible aspects of healthcare. He has also taught courses on leadership and change management for the American College of Healthcare Executives. He has served as a consultant to senior executives, managers and physicians leaders at various healthcare organizations. Dr. Atchison has written numerous articles about managing change, leadership and team building. He is the author of several leadership books and is viewed as an authority in managing changes, team building and leadership development. Additionally, Dr. Atchison has provided training for other healthcare leaders at the annual American College of Healthcare Executives Congress an organization in which the MEDVAMC Director is the VHA Regent.
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:**
No other sources are possible of providing the same training that Dr. Atchison previously provided similar training in October 2013 for several members of senior leadership. The focus of the training

was how to increase efficiency, how to manage change, be more productive and how to empower employees at all levels of the organization. He has a very powerful message and MEDVAMC senior management team believe he should train the rest of the management team at the organization. Continuity is the key when trying to spread and sustain a new perspective of improving efficiency throughout the MEDVAMC. In order for there to be consistency the speaker need to be the same to ensure the management team hears the same message. MEDVAMC is requesting to do a follow on of that training with other members of the management team

7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:**

This price is in line with the pricing for the previous training in Oct 2013. The price for this type of training is not known to change the timeframe from Oct 2013 to present (less than six months)

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

Dr. Atchison fee for service was compared to another speaker of his caliber. The other speaker fee range from \$15,000-\$25,000 plus travel. Dr. Atchison fee of \$9,000 included travel expenses. Dr. Atchison fee is \$6,000+ less than the competitive.

9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**

Continuity is the key when trying to spread and sustain a new perspective of improving efficiency throughout the MEDVAMC. In order for there to be consistency the speaker needs to be the same to ensure the management team hears the same message. This action is being requested as a follow on to contract.

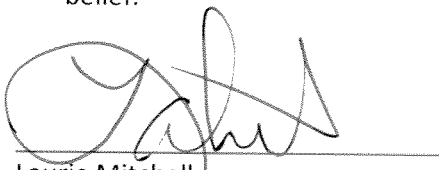
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:**

No other sources are possible of providing the same training that Dr. Atchison previously provided for several members of senior leadership above.

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:**

It is not the normal operating procedure to procure requirements via sole source. In this situation it is needed to ensure the same message is presented when trying to spread and sustain a new perspective of improving efficiency throughout the MEDVAMC. For all future needs the MEDVAMC will evaluate all requirements to determine the best procurement strategy, and provide for open competition.

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.



Laurie Mitchell

Education Service Line Executive

Michael E. DeBakey VA Medical Center

May 21, 2014
Date

13. **Approvals in accordance with FAR 6.304**

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

Jared L. Cariker
Contracting Officer
NCO 16 Division I Services

Date

- b. **P&C**: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Jeff Farley
Chief, Division I Services
Network Contracting Office 16

Date

MEMORANDUM FOR RECORD

15 Jan 2013

SUBJECT: Delegation of Authority: Other Than Full and Open Competition, Network Contracting Office (NCO) 16

REFERENCE: Standard Operating Procedure (SOP), Other than Full and Open Competition (OFOC) Procurements, Department of Veterans Affairs, VHA Procurement Manual, Volume VI, Chapter VI, dated 01 November 2012.

1. Purpose: The Network Contracting Office (NCO) 16 Chiefs of Procurement and Contracting are hereby Delegated the Authority to sign for their facilities the Justifications in the referenced SOP. In the absence of the Chief of Purchasing and Contracting, the Deputy Network Contract Managers (DNCM) may sign the Justifications.

2. Policy: Effective immediately, the following approvals for the Justifications are implemented in regards to the referenced listed above:

DOLLAR VALUE	J&A SIGNATURES REQUIREMENT
> \$3K BUT < \$150K	OFFICE CHIEF
> \$150 K BUT <\$500K	QA, NCM

3. All other signatures referenced within the SOP remain the same.


AARON VILLALPANDO
NCO 16
NETWORK CONTRACT MANAGER