

# **VA DIRECTIVE 1663 CERTIFICATION APPROVAL MEMO FOR HEALTH CARE RESOURCES (HCR)**

Date: 14 MARCH 2014  
 From: Service Chief  
 Subj: VA Directive 1663, Certification and Approval Memorandum  
 To: Network Contracting Office (NCO)  
 Thru: Medical Center Chief of Staff  
 Chief, Human Resources Management  
 Medical Center Director  
 VISN Chief Medical Officer  
 VISN Network Director

## **1. DESCRIPTION OF SERVICES**

Gulf Coast Veterans Health Care System (GCVHCS), Mobile Mental Health Clinic, Mobile, AL has a need for the provision of Neuropsychological evaluation/assessment services. As such, GCVHCS requests NCO16 to process request for approval to pursue securing the health care resources described herein in accordance with VA Directive 1663. This multi-purpose memo streamlines compliance with VA Directive 1663 approvals, Federal Acquisition Regulation (FAR) requirements for acquisition planning and sole source justification for HCR under 38 USC 8153 procurements.

All documents on the applicable checklist shall be attached to this memo. Templates are located on MSO SharePoint at: <a href="http://vaww.pcio.infoshare.va.gov/PCLO/AWI/MSO/Fiel%20GuidanceInstructions/Forms/AllItems.aspx">http://vaww.pcio.infoshare.va.gov/PCLO/AWI/MSO/Fiel%20GuidanceInstructions/Forms/AllItems.aspx</a>	
Sole Source Document Checklist	Competitive Document Checklist
<p><input checked="" type="checkbox"/> Needs Assessment Gap Analysis/ Alternate Source Plan Supporting Data (VA Directive 1663) Required to be attached Section 4 must also contain executive summary of attached information. NOTE: Do not EMBED supporting documents.</p> <p><input checked="" type="checkbox"/> Performance Work Statement (PWS) or Statement of Objectives (SOO). Must use MSO template, if available.</p> <p><input checked="" type="checkbox"/> Quality Assurance Surveillance Plan (QASP). Must use MSO template, if available</p> <p><input checked="" type="checkbox"/> Independent Government Cost Estimate (IGCE) Must use MSO template -- signed by Program Office</p> <p><input checked="" type="checkbox"/> Recruitment Documentation (as required in Section 5) (VA Directive 1663) Less than 12 months old.</p> <p><input checked="" type="checkbox"/> Market Research Worksheet for Customers and Market Research (VHA Procurement Manual 11/2012)</p> <p><input checked="" type="checkbox"/> Security Checklist Appendix A with recommended Security Language (VA Directive 6500.6) and PDAT as required. Signed</p> <p><input type="checkbox"/> COR Certification as required in Section 2. (VHA Procurement Manual 11/2012)</p> <p><input type="checkbox"/> Copy of Affiliation Agreement /Program Letter of Agreement (VA Directive 1663)/ACGME print out/Disbursement Agreement)</p> <p><input type="checkbox"/> Acquisition Team Members/IPT Team Appointment from Medical Center Director (PPM 2013-07)/Charter</p> <p><input checked="" type="checkbox"/> Conflict of Interest Acknowledgement forms VA Form 10-21009(NR) (VA Directive 1663/ VHA Handbook 1660.03) and Non-Disclosure Forms for all those involved in Procurement.</p> <p><input type="checkbox"/> Congressionally Approved CBOC Business Plan (new or follow on) AND updated sections (if plan is more than 1 year old) (VHA Handbook 1006.1) Reference this link for more information: <a href="http://planning.vssc.med.va.gov/cbo/Pages/default.aspx">http://planning.vssc.med.va.gov/cbo/Pages/default.aspx</a></p>	<p><input type="checkbox"/> Needs Assessment Gap Analysis/ Alternate Source Plan Supporting Data (VA Directive 1663) Required to be attached Section 4 must also contain executive summary of attached information. NOTE: Do not EMBED supporting documents.</p> <p><input type="checkbox"/> Performance Work Statement (PWS) or Statement of Objectives (SOO). Must use MSO template, if available.</p> <p><input type="checkbox"/> Quality Assurance Surveillance Plan (QASP). Must use MSO template, if available</p> <p><input type="checkbox"/> Independent Government Cost Estimate (IGCE) Must use MSO template -- signed by Program Office</p> <p><input type="checkbox"/> Recruitment Documentation (as required in Section 5) (VA Directive 1663) Less than 12 months old.</p> <p><input type="checkbox"/> Market Research Worksheet for Customers and Market Research (VHA Procurement Manual 11/2012)</p> <p><input type="checkbox"/> Security Checklist Appendix A with recommended Security Language (VA Directive 6500.6) and PDAT as required. Signed</p> <p><input type="checkbox"/> COR certification as required in Section 2. (VHA Procurement Manual 11/2012)</p> <p><input type="checkbox"/> Recommended Source List , Evaluation Criteria and Evaluation Team</p> <p><input type="checkbox"/> Acquisition Team Members/IPT Team Appointment from Medical Center Director (PPM 2013-07)/Charter</p> <p><input type="checkbox"/> Conflict of Interest Acknowledgement forms VA Form 10-21009(NR) (VA Directive 1663/ VHA Handbook 1660.03) and Non-Disclosure Forms for all those involved in Procurement.</p>

The justification for the use of sole source authority is 38 USC 8153 titled, "Sharing of health-care resources."

The availability of Neuropsychologists in the community was reviewed. USA has two neuropsychologists with doctoral level students which allows for this program to absorb the complexity and volume of cases. Moreover, fee basis was utilized several years ago and the quality of diagnostic services rendered was found to be substandard and not equivalent to care provided by VA staff.

Per Action Item 16-13-11-41 MH Staffing Guidance, GCVHCS remains below mandated mental health staffing levels. This staffing shortage, combined with increased demand for neuropsychological services, has resulted in a significant backlog in the scheduling of neuropsychological consults. Although VHA guidelines encourage consults to be completed within a 30 day timeframe, the average wait time for neuropsychological services within the GCVHCS, utilizing three neuropsychologists, currently exceeds 180 days. To address this growing problem, the Behavioral Health Service Line leadership has explored the possibility of utilizing non-VA purchased care. This alternative method of providing our Veterans timely access to services must meet specific criteria related to treatment availability and standards of quality per VHA Directive 2008-056 4.8 (b). Unfortunately, the availability of formally trained clinical neuropsychologists within the local community at large is currently inadequate.

Dr. Armstrong and Dr. Javorsky will review every report submitted as a measure of quality control.

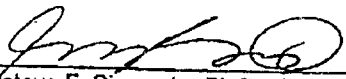
NOTE: A separate sole source justification document is not required as this falls under \$500,000. This document will be processed by the Contracting Office using routing procedures as specified in the P&LO Procurement Manual.

**VA DIRECTIVE 1663 CERTIFICATION APPROVAL MEMO  
FOR HEALTH CARE RESOURCES (HCR)**

**FACILITY CERTIFICATIONS AND APPROVALS**

The following signatures certify each individual has contributed to the development of this document(s), acknowledges all applicable certifications as outlined in this document and concurs/non-concurs as indicated below. Inclusion of additional signatures is at the discretion of the Network.

**Clinical Service Chief**

  
Gustave F. Sison, Jr., Ph.D., ACOS, Behavioral Health Service Line

3/14/14  
Date

**Human Resources Manager**

By signing this memo, Human Resources Manager certifies that recruitment efforts were conducted and outcome documentation has been provided to the contracting officer as required by VA Directive 1663. If recruitment is feasible, recruitment will remain current (within 12 months) of anticipated award date. If required, the procurement process will continue on a dual path with recruitment.


  
Andrew C. Roberts, MHA, Interim Chief, Human Resources

3/14/14  
Date

**Chief of Staff (COS)**

Circle One: Approve/Disapprove

The COS certifies that the needs assessment represents the factual support establishing bona fide need to contract for medical services specified and that the PWS/SOO and QASP contain current VHA standards of care and appropriate performance monitoring systems.

  
Kenneth Simon, MD, MBA, FACS, Chief of Staff


3/21/14  
Date

If disapprove, provide comments: \_\_\_\_\_

**Medical Center Director**

Circle One: Approve/Disapprove

Medical Center Director certifies by signing this memo that all steps have been taken to ensure compliance of VA Directive 1663 and VHA Handbook 1660.03, that an Acquisition Planning Team or Integrated Product Team (IPT) (as required) conducted planning, that the COS Needs Assessment is approved, that recruitment efforts have been conducted/documented and that all deviations/waivers requiring review and approval under VA Directive 1663 have been completed.

  
Anthony J. Dawson, MHA, FACHE, Director

25 March 2014  
Date

If disapprove, provide comments: \_\_\_\_\_

VA DIRECTIVE 1663 CERTIFICATION APPROVAL MEMO  
FOR HEALTH CARE RESOURCES (HCR)

VISN NETWORK CERTIFICATIONS AND APPROVALS

VISN Chief Medical Officer

Circle One: Approve/Disapprove

The VISN Chief Medical Officer certifies by signing this memo that the PWS/SOO and QASP contain current VHA standards of care and appropriate performance monitoring systems.

  
Gregg Parker, M.D. VISN 16 Chief Medical Officer

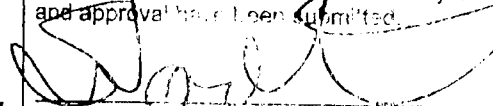
27 Jun 14  
Date

If disapprove, provide comments:

VISN Deputy Network Director

Circle One: Approve/Disapprove

The VISN Deputy Network Director certifies by signing this memo that all steps have been taken to ensure VA Directive 1663 compliance and that all justifications for VA Directive 1663 deviations/waivers requiring review and approval have been submitted.

  
Lynn Ryan, MHA, FACHE, VISN 16 Deputy Network Director

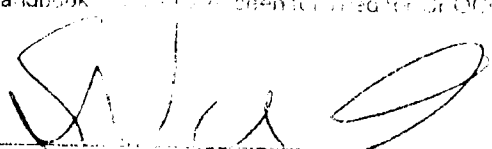
7-3-14  
Date

If disapprove, provide comments:

VISN Network Director

Circle One: Approve/Disapprove

The VISN Network Director certifies by signing this memo that all steps have been taken to ensure VA Directive 1663 compliance and all requirements have been met and/or certifies that processes in VHA Handbook 100-01 have been followed for CROCs.

  
Rica Lewis-Payton, MHA, FACHE, VISN 16 Network Director

7-3-14  
Date

If disapprove, provide comments:

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**SOLE SOURCE APPROVALS**

Sole Source <\$500K

Sections 7 & 8 of the VA Directive 1663 Approval Memo contain adequate justification and VISN Level approvals have been obtained

*NOTE: COR DR Armstrong - Training is scheduled Aug 5-14, 2014*

This certifies I have reviewed this document and to the best of my knowledge find it complete.

*Melanie Grigsby*

Melanie Grigsby, Contracting Officer, Network Contracting Officer 16

*7/3/14*  
Date

**Circle One: Approve/Disapprove**

If disapprove, provide comments: \_\_\_\_\_

aaron.villalpando@v  
a.gov

Digitally signed by  
aaron.villalpando, cn=aaron.villalpando, o=va.gov  
DN: cn=aaron.villalpando, o=va.gov  
Date: 2014.07.03 17:59:05-0500

Aaron Villalpando, Director of Contracting, Network Contracting Office 16

\_\_\_\_\_  
Date