

Attachment 2: Request for Sole Source Memo Format

**DEPARTMENT OF VETERANS AFFAIRS**

**Justification and Approval**

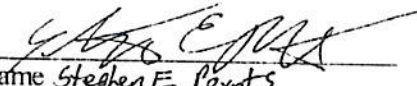
**For**

**Other Than Full and Open Competition**

1. **Contracting Activity:** Department of Veterans Affairs, VISN 11, Richard L. Roudebush Medical Center. 2237 – 583-14-4-663-1192
2. **Nature and/or Description of the Action Being Processed:**  
Intend to award a firm-fixed price contract to install controls for the VFD pump retrofitted to the new FX network. If failure occurs to any pump this will give us the ability to automatically switch pumps so there is no interruption of water for the facility.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:**  
Contractor to provide Control wiring installation and programming for the newly installed Domestic Water Pump VFD and provide Programming and control of remaining existing domestic water pump. This is to include supplying engineered control drawings / As-Builts, Programming, Start-up and Check-out and Project Management. Contract will have a One year parts and labor warranty. The period of performance is 30 days ARO with an estimated cost of \$4,980.00.
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):**  
The equipment needed is specially designed to work with our system and facility setup. This is a non-typical installation and Specific installation from this vendor is required. The product line must be Facility Explorer Monitors, to match the current system hardware and software. This is a proprietary system and has to be installed by Conserv technicians knowledgeable with these devices.
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** This is a proprietary system and has to be installed by Conserv technicians

knowledgeable with these devices. The Facility Explorer PCV controllers must match the current system hardware and software. We received a quote as part of Market research and justification.

7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The installation cited in this procurement is estimated at \$4,980.00 which is deemed fair and reasonable based upon like procurements. Examples are: VA583C02266; \$6200.00 and VA583C12218; \$3671.00.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted** . This is a proprietary system to Conserv.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**  
If failure occurs to any pump this will give us the ability to automatically switch pumps so there is no interruption of water for the facility. Without this redundancy a failure will directly affect the operation of the hospital and patients. This is not an emergency but it is an urgent situation being that it is a proprietary system that supplies all of the domestic water to the hospital.
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:**  
Conserv, 9855 Crosspoint Blvd., Suite 110, Indianapolis, IN 46256.
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:**  
This is a proprietary system to Conserv. Until a new water pump system is installed it is necessary to have Conserv perform this task.
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)*

  
Name Stephen E. Poynt  
Title Electrician Supervisor  
Facility VAMC Indianapolis

7-11-14  
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.

\_\_\_\_\_  
Name  
Title  
Network 11 Contract Office

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Name  
NCM/Supervisory Contract Specialist (as appropriate)  
Network 11 Contract 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

\_\_\_\_\_  
Date

Chief of Procurement and Logistics Officer  
VHA, Head of Contracting Activity

- 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)  
Office of 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