

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 VA Medical Center, 1481 W 10th Street, Indianapolis, IN, 46202, Directors Office, 583-14-4-544-0027, Justification for Other Than Full and Open Competition.
2. **Nature and/or Description of the Action Being Processed:** Purchase of membership to Managed Emergency Surge for Healthcare, 3930 Georgetown Rd., Indianapolis, IN 46254-2406. The estimated cost for this membership is \$25,000.00 and is a firm-fixed price acquisition.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Purchase provides membership into Central Indiana's Emergency Preparedness Coalition, helping the VA effectively plan, prepare, execute and recover from natural and man-made emergencies. Membership provides preparedness and planning services, education and training programs, healthcare intelligence analysis services, and legal, regulatory, policy and financial services as they relate to emergency preparedness. This is the only known program of this nature in our area and is purchased through the non-profit Managed Emergency Surge for Healthcare. The estimated cost is \$25,000.00 and is needed no later than 8/29/2014.
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):** There is no other organization in our area that provides this type of service – local emergency preparedness, training, and communication among local hospitals, police, and emergency response services such as fire departments, FEMA, local-state-federal government emergency response groups. This group coordinates local resources for best response to local emergency situations. This is the third year the Indianapolis VAMC has requested membership/participation with this group.
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** A search of local, state, and federal agencies was conducted with no other sources found that provide this service at a local level for the greater Indianapolis or Indiana area.

7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** These dues have been purchased in the past at the same cost of \$25,000.00 for a 12 month period. Prior year purchase orders: 583C22345 and 583C32685. The Managed Emergency Surge for Healthcare does not intend raising these membership dues at this time and the cost of \$25,000.00 is considered fair and reasonable based on the information, communication, and training efforts these dues allow the facility access to.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** A search of the Internet was done in an effort to locate other sources for this type of membership/service. These sites were searched: Indianapolis city sites (police department, Chamber of Commerce, City Government) as well as FEMA and VA sites. Calls were also placed to other hospitals – Hendricks Regional, ST. Vincent, VA Marion and Ft. Worth - to collect information on groups that may be in use at other sites. No other organization was found that services our area.
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:** See Section VI 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:**
Continue to survey the market for all future needs in an effort to locate other sources for this service.
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.



Brad Klawitter
Executive Assistant to the Associate Director

3/21/2014

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.

Name – Calynda C Baines
Title – Contract Specialist
Facility – NCO 11, Indianapolis

Date

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

Name – James Hallock
Network Contract Manager
VISN/PCA 11
Title – Supervisory Contract Specialist
Facility – NCO 11, Indianapolis

Date

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

Name
Director
Service Area Office, East

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.

Name
Chief 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)
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