

P03

Attachment 2: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

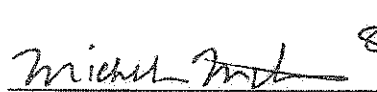
For

Other Than Full and Open Competition

1. Contracting Activity: Department of Veterans Affairs, VISN 23, Iowa City Medical Center NCO 23 Iowa City "Justification for Other than Full and Open Competition." Project Number 636-201.
2. Nature and/or Description of the Action Being Processed: This request is for Herman Miller Modular Furniture. This is a partial requirement of Minor project 636-201, titled "Expand Building 1 for PACT, Ambulatory Care, Radiology, Egress Stairwell Addition." This project will be solicited as 100% set aside for Service Disabled Veteran Owned Small Business and is a Request for Proposal (Lowest price, technically competent) type of contract.
3. Description of Supplies/Services Required to Meet the Agency's Needs: Project calls for all modular furnishings to be provided by Herman Miller. This includes 3 nurse stations, 9 PACT team rooms, 9 office furnishings, furnishings for 39 patient exam/emergency rooms, and furnishings for various staff spaces (call center, break rooms, clean/soiled utility rooms, etc) as required in the drawings and specifications. Estimated cost of the furnishings package is [REDACTED]
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):  
Herman Miller is the only company that can provide the full range of integrated componentized systems that meet our requirements. New products must be fully compatible with existing products purchased previously in our facility. Herman Miller is able to provide our specialized medical/laboratory device mounts as well. Our facility design guidelines point to Herman Miller for our office, nurse station, and laboratory furnishing needs.
6. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable: Final determination that the cost will be Fair and Reasonable will be made by the Contracting Officer.
7. Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted: As described in Section VI above, market research, in accordance with FAR Part 10, was conducted by synopsis of the proposed acquisition, advising industry of the pending acquisition and soliciting inquiries from interested parties.

A comparison of Herman Miller to Knoll and Steelcase was conducted with Herman Miller being the only one able to supply the diverse requirements of our medical facility. Additionally, their design and installation fees are the lowest of the reviewed competition.


8. Any Other Facts Supporting the Use of Other than Full and Open Competition: The Medical Center currently uses Herman Miller furnishings for all our modular furnishings needs. It is completely customizable and flexible and can be interchanged with existing items throughout the facility.
9. Listing of Sources that Expressed, in Writing, an Interest in the Acquisition: See Section VI above.
10. 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: There are no other vendors available who have fully interchangeable products. If, in the future, other vendors are capable of supplying such products, the Iowa City VA HCS will open competition to their products.
11. 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.

 8/1/14  
Name: Michele Millers  
Title: Assistant Chief Engineer  
Facility: Iowa City VA HCS

11-15-13  
Date

12. 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  
Facility

Reviewed/Approved By:  
Daniel J. Torrence  
Contracting Officer

7-9-14  
Date

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

  
Name  
Network Contract Manager  
VISN/PCA X

8/1/14  
Date