

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, Ann Arbor Medical Center proposes to enter into a contract on a basis of other than full and open competition for CJ Media/InterVision (506-14-3-1384-0631).
2. **Nature and/or Description of the Action Being Processed:** The requirement is to provide technical systems development for two VA funded research studies, *Identifying and Reducing Catheter-Related Complications* and *Caring Others Increasing EngageMent in PACT (Co-Impact)*. This request is for a new contract.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** The contractor shall modify the existing "iDecide decision aid" and provide all materials and services necessary for delivering the project intervention to approximately 435 participants, hosting all on a secure offsite server for a period of three years, capturing research data and producing real time reports for the research team, detailing the dates and times of user interface and detailed survey data responses.

The contractor shall develop and deliver technical systems development for two VA funded research studies. For the first study, the contractor shall develop an IVR system for use by research patients who have placement of a urinary catheter or PICC. The development of the new IVR system shall entail a) creating design elements and programming code; b) designing functional "Catheter Complications" IVR application and companion database-driven administrative website; c) creating and testing the complete IVR platform (including but not limited to the application and administrative website); d) moving the finished system to a University of Michigan server; and e) instructing the VA research team for managing users, scheduling IVR calls and managing data collection, extraction, and reporting.

For the second project, the contractor shall develop a website for use by patients with diabetes. The website shall provide a secure log-in for the patients, display diabetes health education materials, send de-identified email reminders, and provide de-identified reports. The website shall provide the research team with basic site traffic statistics will also be tracked.

The total cost is \$73,250 for a performance period of June 1 through September 30, 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):

This contract request is for the modification of existing systems that were designed and built by InterVision. Since the InterVision programmers are intimately familiar with the underlying structure of the applications and all of the components, the modifications would be faster and less expensive for this small business to do, compared to another contractor who is unfamiliar with the application. A new contractor would need to allocate significant start-up time to review the infrastructure prior to beginning development work. This start-up time would include, but is not limited to: 1) analyzing the program proposal and program written materials for VA CarePartner program projects; 2) reviewing the programming language and infrastructure for the existing IVR infrastructures, script and logic modification, and database creation to accommodate one-to-many interactions; and 3) assessing the website infrastructure for an existing module of the CarePartner program, including functions of: interactive website reports; participant and stakeholder enrollment web-forms; call scheduling functions.

The contractor further needs to develop an IVR system that will be compatible with system requirements and hosting infrastructure at the Michigan Academic Computing Center (MACC). Currently, all existing program modules are hosted at the MACC, and these proposed systems must be software and hardware compatible with the existing systems, including protocols for SIP provisions, back-up solutions, and other relevant project development and production environment topics. Due to these facts and complexity of these modifications, if another contractor completed the requirement the cost would significantly increase which would not be recovered through competition.

In addition, the application is written in Asterisk software, which is not commonly used in the marketplace. A new contractor would need to provide time and resources to train staff either by sending them to Asterisk boot camp or through other educational opportunities.

6. Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable: The proposed work is for building on previous work to modify an existing application that InterVision designed and developed. Any vendor other than InterVision would need to allocate significant start-up time to review the application prior to beginning development work. The research study is under tight deadline to complete all requirements by the end of the summer of FY14 in order to stay on target with VA research funding requirements.

7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The contracting officer will determine whether the anticipated cost will be considered fair and reasonable. Previously, we have obtained two price quotes and an independent government cost estimate; InterVision was lowest. The contract number was VA251-13-P-2419 (PO 506-D-37024) for \$74,000.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** See paragraph 7 above.
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:** Should a requisition of this nature recur, the market will be surveyed to locate possible new vendors.
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.



Tina Mainieri
Research Health Science Specialist
VA Center for Clinical Management Research
VA Ann Arbor Healthcare System

July 8, 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
Network 11 Contracting Office

Date

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

Name
Director of Contracting/Supervisory Contract Specialist (as appropriate)
Network 11 Contracting 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
Chief of 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

Date

Deputy Senior Procurement Executive (DSPE)
Assistant Secretary for Acquisition and Logistics
Department of Veterans Affairs

- 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

Date

Deputy Assistant Secretary for Acquisition and Logistics
Senior Procurement Executive (SPE)
Department of Veterans Affairs