

Attachment 2: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

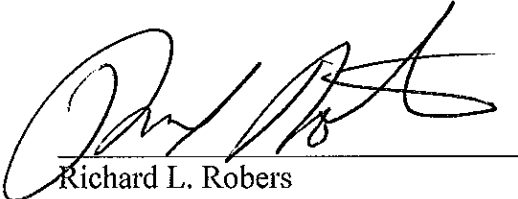
For

Other Than Full and Open Competition

1. **Contracting Activity:** Department of Veterans Affairs, VISN 11 Network Office, Ann Arbor, MI. Justification for Other than Full and Open Competition. 488-15-1-615-0006
2. **Nature and/or Description of the Action Being Processed:** A Sole Source Justification for a Firm-Fixed Price Purchase Order one year's access by community health, geriatrics/extended care and discharge planning acute care staff of VISN 11 to the internet-based service called, "MemberoftheFamily.net", which permits users to access in a matter of seconds the most recent and historical results of surveys by the Centers for Medicare/Medicaid Services (CMS) conducted on the nearly 2,000 private nursing homes of Michigan, Indiana, Ohio and Illinois.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Renewal of Subscription – Member of the Family for VISN 11. Period of Performance: \$4,850.00 – October 15, 2014 through October 14, 2015. Total: \$4,850.00. Member of the Family LLC, 670 Ritchie Highway, Severna Park, MC 21146.
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;
5. **Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):** Proprietary Licensing Agreements for one year's access by community health, geriatrics/extended care and discharge planning acute care staff of VISN 11 to the internet-based service called, "MemberoftheFamily.net", which permits users to access in a matter of seconds the most recent and historical results of surveys by the Centers for Medicare/Medicaid Services (CMS) conducted on the nearly 2,000 private nursing homes of Michigan, Indiana, Ohio and Illinois.
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The procurement was not solicited as the licenses are proprietary to Member of the Family.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The price is considered fair and reasonable as it is identical to prices paid in the past. 488-C40007 - \$4850.00.

8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** No market research was conducted as the licenses are proprietary to Member of the Family.
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:** Member of the Family, 670 Ritchie Highway, Severna Park, MD 21146.
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:**
None.
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.



Richard L. Robers
VISN 11 Budget Analyst
VISN 11 Network Office (10N11)

9/29/14
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
Chief of Procurement and Logistics Officer
VHA, Head of Contracting Activity

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

Date

Deputy Assistant Secretary for Acquisition and Logistics

Senior Procurement Executive (SPE)

Department of Veterans Affairs