

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, John Dingell VA Medical Center, 4646 John R Street Detroit, MI 48201. 553-15-1-344-0005

2. Nature and/or Description of the Action Being Processed:

A Sole Source Justification for a Firm-Fixed Price Purchase Order for Research Compliance and Management System (RCMS) Support for FY 2015 services performed by Zaiga Technologies.

3. Description of Supplies/Services Required to Meet the Agency's Needs:

RCMS Support for FY 2015 (October 1, 2014 – September 30, 2015). Includes standard upgrades and user and technical support. Total cost for procurement is \$5460.00. Zaiga Technologies, 107 Park Place, Shell Beach, CA 93449, phone (805) 556-0531.

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 Research Compliance and Management System (RCMS) program was developed specifically for VA Research & Development (R&D) Services to enter grant submissions and track them through the entire process. RCMS tracks the grant process as it moves through various committees, tracks training requirements, and the grant approval process. RCMS interfaces with the VA internal grant process program ePromise. Zaiga Technologies is the sole provider that developed the proprietary tracking software. Since this company develops and maintains the software, no other source can provide the continue support for the software application.

6. Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:

The developer of this system, Zaiga Technologies, does not utilize distributors. They are the only source for supporting the RCMS program.

7. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:

The cost is considered fair and reasonable in comparison to historical prices:
FY-14 (PO 553-D47017 \$1,300 and 553-D47004 - \$3,900) for a total of \$5200.00.

8. Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:

Zaiga Technologies is the only vendor that can provide this service.

9. Any Other Facts Supporting the Use of Other than Full and Open Competition: None.

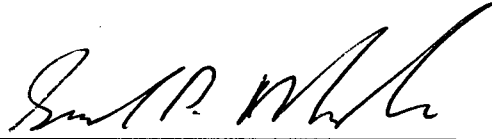
Listing of Sources that Expressed, in Writing, an Interest in the Acquisition: Zaiga Technologies, 107 Park Place, Shell Beach, CA 93449, phone (805) 556-0531.

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:

None.

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.

(This signature is the requestor's supervisor, fund control point official, chief of service, someone with responsibility and accountability)


Name SAMUEL McVEAN
Title PROGRAM SUPPORT
Facility UAMC DETROIT RESEARCH.

9/22/14
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 \$500K):** 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 \$10 million) or approve (\$500K to \$10 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 \$10 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