

Attachment A: 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 04, James E. Van Zandt VA Medical Center Station 503, Altoona Pa.
2. **Nature and/or Description of the Action Being Processed:**  
Install a wireless Key Lock on new door to be installed in office 193D so the physician has an emergency exit per his request.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** To match existing wireless locks, and existing computer software, this work must be sole-sourced.
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 following wireless locking items are being sole sourced since all inside doors at this VAMC are so equipped:

SALTO A9660J00BC38W MIFARE Wireless Escutcheon  
XS4 Cylindrical Model M1 Cartridge with Latch  
Model -J Handles B10-COTE with Antimicrobial Finish  
Cylinder and Core 16CR-27 for 7-Pin D Interchangeable Core

The following Wireless locking items are not in the contract to install, and are being referenced only to demonstrate that the sole-sourced items above "tie-into" this equipment:

SALTO computer software  
SALTO Gatewayx2 (link between computer programs allowing them to share information)  
RF Node (sends signal to Escutcheon, which is being sole-sourced)

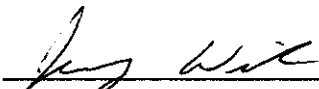
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** No other vendor has access to SALTO programming. Please note that the wireless contractor (M3T) who installed the original SALTO system is not being sole-sourced.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated cost for the work as detailed in the specification and drawing will be considered to be fair and reasonable based on adequate competition received from the various vendors submitting competitive proposals for the work to be completed to include the furnishing and installation of the sole source item(s).
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 on this project, since extensive market research was conducted on the original contract to install a wireless keying system.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** Wireless keys (swipe cards) have already been issued to VAMC personnel.
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** No other vendor has access to SALTO software.
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:**

This VAMC could consider the services of another vendor, if that contractor states in writing:

- a. His wireless keying system meets IEEE 802.15.4 requirements at 2.4 GHZ. AES 128 Bits encryption manages thru Pro Process HAMS SQL Software.
  - b. He can access the Gatewayx2 and Software installed by SALTO.
  - c. He can furnish and install equipment fully compatible with the SALTO system described herein.
  - d. He can provide advice and training on the existing SALTO system.
  - e. He can trouble SALTO equipment and install new components, should the need arise.
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.

Service Area Office, East  
Department of Veterans Affairs  
323 North Shore Drive, Suite 500  
Pittsburgh, PA 15212


Memorandum 2011-003  
December 28, 2010

  
Name: Jerry Wilson  
Title: Assistant Chief of Facilities  
Facility: VISN 4 – VAMC Altoona, PA

3/12/2015  
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.

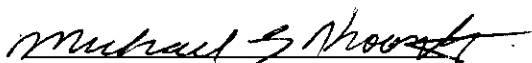
  
Name: Brandi L. Shellhammer  
Title: Contracting Officer  
Facility: NCO4 – VAMC Altoona, PA

3/12/2015  
Date

Service Area Office, East  
Department of Veterans Affairs  
323 North Shore Drive, Suite 500  
Pittsburgh, PA 15212

Memorandum 2011-003  
December 28, 2010

- b. One Level above Contracting Officer: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. \*This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.



Name: Michael G. Koontz

Title: Branch Chief, Construction Team West

Facility: James E. Van Zandt VAMC

12 MAR 15

Date