

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, Erie VA Medical Center
2. **Nature and/or Description of the Action Being Processed:** Acquisition of proprietary Honeywell Notifier System for use in the Erie VA Medical Center Replace Elevators Project 562-14-113.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** The Erie VAMC currently utilizes the Honeywell, Notifier Fire Alarm Control Panel and system components (Notifier System) as the overall fire alarm system in the main hospital building (Building 01) and all surrounding buildings. The Notifier System shall be utilized as the main fire alarm system for the Replace Elevators project at the Erie VAMC. The Notifier System allows for 24 hour/7 day/week continuous monitoring of all fire alarm equipment installed on the Erie VAMC campus. These control systems are required for a 100% fully compatible fire alarm control system to be utilized at the above mentioned site. Estimate cost of the Notifier System components and installation for this project is \$20,000.
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 acquisition is authorized pursuant to 10 U.S.C. 2304(c)(1), and is implemented by FAR 6.302-1(c), Only one responsible source and no other supplies or services will satisfy agency requirements.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** Any action to increase competition for the supplier of fire alarm control systems would cause an undue hardship on the Erie VA Medical Center, who has been making a conscious effort to standardize their fire control systems in the past in an effort to increase the control of all critical aspects of the fire alarm systems. The installation of a system which is not compatible to the present Notifier System would cause increased problems through false alarms or the risk of loss of life as a result of the lack of critical alarm if smoke or fire is not detected. There would be an increase in acquisition cost by having to purchase the front-end hardware/software and would still involve disjointed systems without integrity and an unmanageable Fire/Smoke Alarm System.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** Cost will be extensively reviewed based on review of published prices by requesting activity.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** Further market research was not conducted based on same content provide in paragraph 6 above.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** N/A
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** N/A
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:** N/A
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.

\_\_\_\_\_  
Name Douglas Pollock  
Title Assistant Chief FMS  
Facility Erie VAMC

\_\_\_\_\_  
4/9/2015

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 Donald Kalivoda  
Title Contracting Officer  
Facility Erie VAMC

\_\_\_\_\_  
Date

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

Memorandum 2011-003  
April 09, 2015

- b. **One Level above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

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Name Michael Koontz  
Title Chief- Contract Specialist  
Facility

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Date