

JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW FAR 13.106-1
(OVER MICRO-PURCHASE THRESHOLD(\$3K) BUT NOT EXCEEDING THE SAT (\$150K))

IAW [FAR13.104](#), COs must promote competition to the maximum extent practicable to obtain supplies and services from the source whose offer is the most advantageous to the Government, considering the administrative cost of the purchase. When competition is not practicable, IAW [FAR13.106-1\(b\)](#), COs solicit from a single source for purchases not exceeding the simplified acquisition threshold. COs may solicit from one source if the CO determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization). IAW [FAR13.106-3\(b\)\(3\)](#), COs are required to include additional statements ***explaining the absence of competition*** (see [13.106-1](#) for brand name purchases) if only one source is solicited and the acquisition does not exceed the simplified acquisition threshold (does not apply to an acquisition of utility services available from only one source) or supporting the award decision if other than price-related factors were considered in selecting the supplier. This template when completed can be used to document single source awards IAW [FAR13.106-3\(b\)\(3\)](#). Note: Statements such as "only known source" or "only source which can meet the required delivery date" are inadequate to support a sole source purchase.

1. PURCHASE REQUEST OR REQUISITION NUMBER:

618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$25,500

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

The project will include the installation of auto door operators on doors into the operating rooms and the hybrid operating suite.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

Our intent is to install new Auto Door Operators on the new doors in the surgery center and satellite pharmacy that are of the same brand and quality as the existing Auto Door Operators in the medical center and at the medical center out-buildings. The medical center has approximately 102 Stanley Auto Door Operators installed in doors at the medical center. The medical center currently stocks parts for only the Stanley Auto Door Operators. The medical center maintenance staff is trained to service these Auto Door Operators and maintain them in working condition. If a different Auto Door Operator were introduced into the medical center, it would cause confusion for maintenance staff and contractors and require the medical center to stock parts for different manufacturers at additional cost to the medical center.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

The addition of another repair part that would need to be stocked would not only result in additional costs associated with the repair parts but also require VA labor to contract, order, stock, and inventory the additional repair parts.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

No market research was conducted because no other Auto Door Operators will meet the needs of our facility. The VA maintenance currently maintains the Auto Door Operators. Adding a new brand of Auto Door Operators would cause additional training for VA staff, maintenance time, and added cost to stock parts.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

Signature: _____

Date: _____

Name: _____

Title: _____

Facility: _____

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(OVER MICRO-PURCHASE THRESHOLD(\$3K) BUT NOT EXCEEDING THE SAT (\$150K))

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1. PURCHASE REQUEST OR REQUISITION NUMBER:

618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$2,000.00

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

The project will include the installation of VA standard security features in the operating rooms. This includes a new card reader with all related components, panic buttons and associated wiring, and a new control panel for the area.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

The facility security system is currently Lenel with HD readers and Lenel control boards. Readers must be compatible with Lenel and FIPS compliant. Other card readers are not compatible with these requirements. They have no way of connecting to our power boards or communicating with our system. A functional, communicating security system is a major safety requirement. Lenel zone control boards are also required to connect back to the Lenel system.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

If any other control board were provided, it would require a new, separate head-end as well as monitoring equipment. Police would not be able to monitor multiple systems and safety would be compromised.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

Market research was conducted during the initial security system installation. Multiple vendors were researched and given the opportunity to bid. Inquiries have been made to other vendors as to whether or not their systems were compatible, and they were not. No additional market research was conducted because no other card readers will meet the needs of our facility.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

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Name: _____

Title: _____

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1. PURCHASE REQUEST OR REQUISITION NUMBER:

618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$600

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

Sole source procurement of a door closer with the brand name, LCN. These items are included in a new firm-fixed price NRM contract to be awarded for construction of two new hybrid operating rooms at the Minneapolis VAMC.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

Our intent is to install new door closers in the operating rooms that match our existing closers. We currently have several thousand closers installed in the hospital. The VA carpenter shop keeps parts and extra closers in stock for repair and/or replacement of our existing door closers.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

The VA carpenter shop keeps parts and extra closers in stock for repair and/or replacement of our existing door closers.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

Market research was conducted prior to making the decision to purchase the LCN brand name of door closers. The VA locksmith currently maintains the existing door closers. Adding a new brand of door closer would cause additional training for VA staff, maintenance time, and added cost to stock the parts. No further market research was conducted because no other door closers will meet the needs of our facility.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

Signature: _____

Date: _____

Name: _____

Title: _____

Facility: _____

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1. PURCHASE REQUEST OR REQUISITION NUMBER:

618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$4,000.00

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

Sole source procurement of Schlage "L" series Mortised Door Locksets. Items are included in a new firm-fixed price contract to be awarded for NRM construction project to construct two new hybrid operating rooms at the Minneapolis VAMC.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

Our intent is to install new locksets on the new doors in the operating rooms that are the same brand and quality as the existing mortised locksets in the medical center and at the medical center out-buildings. The medical center has approximately 3,000 Schlage "L" Series mortised locksets installed in doors at the medical center with another 200-300 installed in doors in the out-buildings. The medical center currently stocks parts and extra locksets for only the Schlage "L" series mortised locks. The medical center locksmith is trained to service these locksets and maintain them in working condition. If a different lockset would be introduced into the medical center it would cause confusion for maintenance staff, contractors and would require the medical center to stock parts for different manufacturers at additional cost to the medical center.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

If a different lockset would be introduced into the medical center it would cause confusion for maintenance staff, contractors and would require the medical center to stock parts for different manufacturers at additional cost to the medical center.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

Market research was conducted prior to the decision to move forward with the Schlage "L" Series. Currently, no additional market research was conducted because no other locksets will meet the needs of our facility. The VA locksmith currently maintains the existing locksets. Adding a new brand of lockset would cause additional training for VA staff, maintenance time, and cost to stock parts.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

Signature: _____

Date: _____

Name: _____

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Facility: _____

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618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$6,000

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

The project will include the installation of two (2) Cutler-Hammer electrical distribution panel-boards.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

Our intent is to match the existing electrical distribution panels in the medical center and VA out-buildings. The medical center currently has approximately 700 electrical distribution panels and another 100 in the out-buildings that are the Cutler-Hammer brand. The medical center electrical department stocks parts for the Cutler-Hammer brand. The intent of this sole source is to provide new electrical panels that match our building standard and avoid stocking parts for other brands of electrical distribution panels. In keeping with the Cutler-Hammer brand of electrical distribution equipment, this allows the electrical staff to respond to outages in an emergency without having to determine which brand-name of panel needs to be repaired and eliminates the electricians from having to locate several brands of parts during an emergency repair. During a malfunction, the emergency repair of these panels becomes a patient safety issue if the correct repair parts are not available for immediate installation. In addition, stocking a single manufacturer's brand name of breakers will provide a cost savings due to not having to stock as many brands of electrical breakers.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

The addition of another repair part that would need to be stocked would not only result in additional costs associated with the repair parts but also require VA labor to contract, order, stock, and inventory the additional repair parts. If other panel-boards were installed, significant patient safety issues could result during an emergency outage.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

Market research was conducted when the decision was made to purchase the brand name, Cutler-Hammer electrical distribution panel-boards. No further market research was conducted because no other panel-boards will meet the needs of our facility. The VA electrical shop currently maintains the existing distribution panels. Adding a new brand name of distribution panels would result in additional training for VA staff, maintenance time, the cost to stock parts and could result in potential safety issues for patients.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

Signature: _____

Date: _____

Name: _____

Title: _____

Facility: _____

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1. PURCHASE REQUEST OR REQUISITION NUMBER:

618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$12,000

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

The project will include the installation of three Rauland Responder 5 Nurse Call stations and components. System will include main master nurse call controllers stations at 2 locations.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

All nurse call stations throughout the facility are Rauland Responder 4 and/or 5. New nurse call components must tie into the existing system, and only Rauland components are compatible. Having multiple nurse call systems within the facility is not cost effective or practical for patient safety. We don't have the correct head-end or master stations to work with other nurse call brands. In addition, the medical center staff is currently trained in the maintenance and operation of the Rauland system, and spare parts for that system are kept on hand. If other systems are brought into the facility, patient safety will be at risk because the staff may not understand how to respond to multiple systems. The lead-time for repair work will also take longer.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

Patient Safety - Mixing more than one call system would present patient safety issues when responding to a code blue emergency. The addition of another repair part that would need to be stocked would not only result in additional costs associated with the repair parts but also require VA labor to contract, order, stock, and inventory the additional repair parts.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

Market research was conducted during the initial nurse call system installation. Multiple vendors were researched and given the opportunity to bid. Inquiries have been made to other vendors as to whether or not their systems were compatible with Rauland Responder, and they were not.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

Signature: _____

Date: _____

Name: _____

Title: _____

Facility: _____

JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW FAR 13.106-1
(OVER MICRO-PURCHASE THRESHOLD(\$3K) BUT NOT EXCEEDING THE SAT (\$150K))

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1. PURCHASE REQUEST OR REQUISITION NUMBER:

618-15-3-6954-0312

**1A. PROJECT/TASK
NUMBER 618-CSI-15-
100**

1B. ESTIMATED AMOUNT:

\$1,200

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

The project will include the installation of VA standard security features in the operating rooms. This includes RJ45 jacks, face plates, patch cords, cabling and patch panels.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

Panduit cables and faceplates are required for maintenance purposes and labeling consistency. The Panduit patch cords, faceplates, and outlets are required so IT staff can identify which components are which, and what each is supposed to connect to in the IT closet. This is consistent throughout the hospital, so using other types would cause confusion and potential for misconnections, which would be a major risk on a security system, telephone systems and IT systems.

The Panduit system was selected because the face plate and outlet are of optimal shape and orientation. Other types have been tried, but they have been more susceptible to damage and harder to work with. IT staff have to frequently access these when they're behind desks or above ceiling tiles, so the specified make and model saves a great deal of time and prevent unintentional damage. IT now keeps these components in stock, so bringing in others would cause excess maintenance time and require excessive additional components to be kept in stock.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:

Many other types of patch cords, face plates, and network jacks have been tried throughout the hospital as well as researched, but experience has shown that the Panduit components specified are best for our facility. IT staff continue to keep up to date with new products for other companies to watch for new and better products.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:

Market research was conducted prior to making a decision to purchase this system. Other network jacks and faceplates were considered, but they did not meet the needs and quality requirements of our IT staff and their work processes.

6. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

Signature: _____

Date: _____

Name: _____

Title: _____

Facility: _____