

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 4, James E. Van Zandt VA Medical Center, Altoona PA. Station 503. *"Justification for Other Than Full and Open Competition." Construction Services for 503-13-120 Boiler Plant replacement.*
2. **Nature and/or Description of the Action Being Processed:** This facility has a requirement to renovate and upgrade the Boiler Plant (located in Building #3). This work will be accomplished utilizing a Firm Fixed Price contract. The solicitation for this procurement shall be advertised for a minimum of 30 calendar days in order to obtain competition from qualified Service Disabled Veteran Owned Small Business (SDVOSB) concerns. Included in the solicitation is a requirement for two (2) individual Sole Source product requirements. This Sole Source Justification details item **2 of 2**. Item number 02 on the Sole Source Product Listing is for the **Fire Alarms "Notifier"**, this action will be awarded as part of the new contract requirement as described above "Boiler Plant Replacement".
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** Fire Alarms System manufactured by "Notifier". The Fire Alarm System currently installed throughout the hospital is the system provided and maintained by Notifier which is considered "Sole Proprietor" and other systems are not compatible. Therefore any other systems would not work as a substitute and be substantial duplication of cost.
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 Fire Alarm System manufactured and maintained by Notifier is currently the system utilized throughout the hospital. To utilize another system would require the hospital staff to not only learn the use of another system, but may also lead to confusion

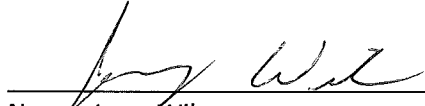
Service Area Office, East  
Department of Veterans Affairs  
323 North Shore Drive, Suite 500  
Pittsburgh, PA 15212

Memorandum 2011-003  
December 28, 2010

on behalf on either the patients and/or staff. Also, it would cost the government more to maintain two different type systems, not only in storage of repair parts, but also in the actual maintenance on the system by the manufacture. The "duplication of cost" to install and maintain two separate systems would not be recovered by the government.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** The entire solicitation package to include the specification and drawings which include language for each Sole Source Item(s) include in the procurement of these item(s). The solicitation will be posted for a minimum of thirty (30) calendar days.
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 for the various vendors submitting competitive bids 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 independent Market Research was conducted. The solicitation and all applicable documents have been advertised and posted to the FedBizOpps.gov website to solicit bids for all work as detail in the solicitation package. This procedure will permit adequate competition from those perspective contractors who will be submitting bids.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:**
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:**
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:**

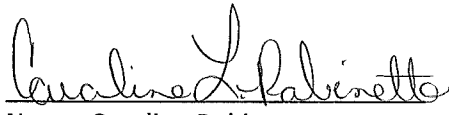
12. **Requirements Certification:** I certify that the requirement outlined in this justification is a Bona Fide Need of the Department of Veterans Affairs and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge and belief.

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

10/8/2015  
Date

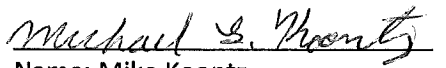
13. **Approvals in accordance with FAR 6.304**

- 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: Caroline Robinette  
Title: Contracting Officer  
Facility: VISN 4 – VAMC Altoona, PA

10/8/2015  
Date

- 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: Mike Koontz  
Title: Supervisory Contract Specialist  
Facility: VISN 4 – VAMC Altoona, Pa

14 OCT 15  
Date

