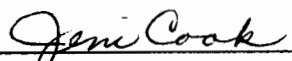


DEPARTMENT OF VETERANS AFFAIRS
Justification and Approval (J&A)
For Other Than Full and Open Competition (>\$150K)

1. **Contracting Activity:** Department of Veterans Affairs, National Chaplain Center (NCC) located at the Hampton VA Medical Center in Hampton Virginia plans to contract by means of other than full and open competition for the rural clergy training project; purchase request 590-16-1-424-0001.
2. **Nature and/or Description of the Action Being Processed:** The purpose of this memorandum is to document justification for other than full and open competition by the VA National Chaplain Center for rural clergy training project to implement a train the trainer program for the NCC and their community partners to further the outreach of the rural clergy project to provide clergy in rural areas the tools to assist Veterans receive services to address their spiritual and emotional needs. This acquisition will be completed in accordance with FAR Subpart 13.5 Test Program for Certain Commercial Items and will be as a firm fixed price contract.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** This service is to provide implementation of the FY14/15 Rural Clergy Project through development of a Train the Trainer program to provide necessary resources to rural clergy to make appropriate referrals for Veterans in need of physical or mental health care. This service will fully implement the rural clergy program and provide training for the NCC and their community partners. The base period is for period of performance October 1, 2015 through September 30, 2016 with two option years; total contract completion date is September 30, 2018; total estimated contract value is \$346,615.
4. **Statutory Authority Permitting Other than Full and Open Competition:** Section 4202 of the Clinger-Cohen Act of 1996 as implemented by FAR Subpart 13.5.
 - () (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;
 - (X) (8) Only one source FAR 13.106-1(b)(2).
5. **Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):** Ligon-Forrest, LLC has developed, coordinated, and implemented the Rural Clergy Training Project. They possess the unique capabilities and understanding of the program requirements to further develop the train the trainer program to give clergy the tools to quickly identify and overcome identified obstacles of clergy and Veterans in rural areas. Ligon-Forrest was instrumental in design of the training modules that will be used in FY2016. Through those efforts, Ligon-Forrest has a unique knowledge and understanding of the operations and training content to continue the project and cultivate the train the trainer requirements. It is essential that these services be sustained without disruption; any other source would cause unacceptable delays that could negatively impact the mission and the available for Veterans in rural areas to receive outreach. Unacceptable delays will occur if this procurement action is delayed while other contractors attempt to mobilize, prepare and develop a training program to adequately support the mission.

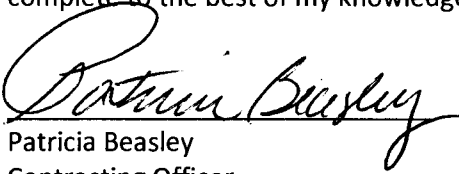
6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** A notice of intent to sole source to negotiate a contract with Ligon-Forrest and Associates as the only responsible source was synopsisized to the government wide point of entry (www.fbo.gov) in accordance with FAR 13.106-1(b)(2) on August 5, 2015; interested parties were asked to submit their capability statements by August 20, 2015. To date, no other sources have expressed written interest in performing these services.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The anticipated total contract cost of this service is \$346,615; these prices are determined to be fair and reasonable in comparison with the current contract. A contracting officer determination will determine the proposed price is fair and reasonable based on comparison of the proposed price with prices found reasonable on previous purchases and comparison to the independent government estimate.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** Market research was conducted in accordance with FAR Part 10 to determine if the required services are still available in the commercial market place and the acquisition strategy with regards to competition, set asides, and available sources. It was determined that Ligon-Forrest is the only responsible source that can satisfy this requirement.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** This is a nationally funded project that cannot be completed without the services provided by Ligon-Forrest and Associates. Delay in awarding this contract, or awarding this contract to unqualified parties will result in failure of the project and the mission. Information important to serving the rural Veterans and delivered by the community clergy is a vital to serving the Veterans in rural communities.
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** No sources have expressed interest in this 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:** As there are no other available sources, there are no actions to be taken to overcome barriers to competition. The Government will continue to monitor the industry for contractors who have established experience with same or similar situations as the National Chaplain Center. If this justification an approval was not approved it would have a detrimental impact on the Veterans in rural areas who are in desperate need of clergy outreach and services.
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.


JENI COOK
Acting Director, Chaplain Service
National Chaplain Center

8.21.15
Date

13. Approvals

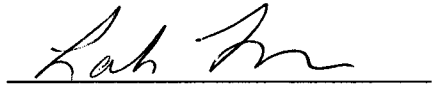
Contracting Officer's Certification (required): I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.



Patricia Beasley
Contracting Officer
Services Team II, NCO 6

8-24-2015
Date

Director of Contracting /Designee (Required \$150K and above): I certify the justification meets requirements for other than full and open competition.



Leah Trossen
Branch Chief, Services II, NCO 6

8/24/15
Date