

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, VA Pittsburgh Medical Center

2. **Nature and/or Description of the Action Being Processed:**

Maintenance of Overhead PA announcement system from Independence Communications.

3. **Description of Supplies/Services Required to Meet the Agency's Needs:**

Maintenance of Overhead PA announcement system from Independence Communications.

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;

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 sole source reason that we are purchasing this maintenance for the overheard paging system from Independence Communications is the time critical nature of this work and the special understanding that this vendor has of the current system. Independence Communications has prior experience and familiarity with the medical center's current overhead paging system. Work on the overhead paging system which is critical to the organization's needs and mission is currently ongoing. In addition, Independence has made some specific modifications and understands the system to keep it functioning properly until a new system is procured. Independence has prior expertise and knowledge of the cabling and new construction areas and has unique prior experience. They understand the scope of work and are able to provide a superior delivery schedule. To have another vendor come on site at this point would cause possible delays and possibly add additional costs. For these reasons, OI&T is requesting Independence Communications.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:**

NA

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

Memorandum 2011-003  
December 28, 2010

7. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:

The costs are fair and reasonable according to past performance.

8. Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:

NA

9. Any Other Facts Supporting the Use of Other than Full and Open Competition:

NA

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:

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.

  
Cheryl Fashandi

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Cheryl Fashandi  
CTO  
VA Pittsburgh Healthcare system

12/20/11\_\_\_\_\_

Date

13. Approvals in accordance with FAR 6.304

Service Area Office, East  
Department of Veterans Affairs  
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- a. **Contracting Officer's Certification: (required)** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Elaine DiBucci



Name

Title- Contract Specialist

Facility- VA Pittsburgh Medical Center

12/22/11

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

Title

Facility

Date

- c. **NCM:** I certify the justification meets requirements for other than full and open competition.



Name

Network Contract Manager

VISN X

12/22/11

Date

- d. **SAO East:** I certify the justification meets requirements for other than full and open competition.

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Department of Veterans Affairs  
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\_\_\_\_\_  
Jeffrey R. Ryan  
Director  
Service Area Office, East

\_\_\_\_\_  
Date

- e. **VHA HCA's Review and Approval:** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and recommend approval (over \$50 million), approve (up to \$ 50 million) for other than full and open competition.

\_\_\_\_\_  
Joseph A. Williams, Jr. RN, BSN, MPM  
Head of Contracting Activity (HCA)  
Veterans Health Administration

\_\_\_\_\_  
Date

- f. **VHA Senior Procurement Executive Approval (over \$50 million):** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for other than full and open competition.

\_\_\_\_\_  
Jan R. Frye  
Deputy Assistant Secretary  
Office of Acquisition and Logistics  
Senior Procurement Executive (SPE)  
Department of Veterans Affairs

\_\_\_\_\_  
Date