

Sole Source Justification

- 1. Contracting Activity:** Department of Veterans Affairs
Strategic Acquisition Center – Fredrick
321 Ballenger Center Drive, Suite 125
Fredrick MD 21703
- 2. Description of Action:** This sole source justification requests for the issuance of a sole source Purchase Order for VA employees to attend the Harvard Kennedy School Senior Executive Fellows Program. This training is for 10 students, who are Federal employees, to attend the Harvard Kennedy School Senior Executive Fellows Program at \$21,900.00 per student for a total cost of \$219,000.00.
- 3. Description of Supplies or Services:** The Harvard Kennedy School Senior Executive Fellows Program was established to help identify the best qualified employees from Veterans Affairs (VA) to attend select high-impact leadership development programs. The Corporate Employee Development Board (CEDB) process allows VA's senior leadership (GS-13 level and above, including Title 38 equivalents) to take a corporate approach toward leadership development. The CEDB aims to develop a broad cadre of leaders who can help drive change, inform, shape strategic planning, and integrate policy at VA. Employees will receive CLPs for this executive training.
- 4. Training is tentatively scheduled from:**

October 16, 2016 - November 11, 2016
- 5. Statutory Authority:** The authority permitting this action is Federal Acquisition Regulation 13.501(a) Sole Source Acquisitions.
- 6. Rationale Supporting:** Use of Authority Cited Above:

The VA Training Leadership Council (TLC) recommended the Harvard Kennedy School Senior Executive Fellows Program for inclusion in the list of upper level leadership training offered under the Corporate Employee Development Board (CEDB) program. The CEDB equips leaders to handle the challenges and ever-changing environments that Veterans face on a daily basis. This particular course was selected by the VA Staff Offices and Administrations, vetted by the VA Training Leaders Council (TLC), and recommended for approval and implementation by the VA Human Capital Management Board (HCMB) and approved for inclusion in the CEDB by the VA Chief of Staff. The Harvard Kennedy School is a private institution and is held in highest regard as being a premier institute that can provide exclusive Senior Executive Training. The Harvard Kennedy School is the only institution that offers the Harvard Kennedy School Senior Executive Fellows Program. The Harvard Kennedy School Senior Executive Fellows Program provides senior executives with new skill sets to be leaders and managers. Functional expertise is overshadowed by the need to build coalitions, drive results and performance, and guide organizational change.

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The curriculum in this course encompasses all of the Office of Personnel Management (OPM) Executive Core Qualifications which are: Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions. This program of instruction is designed for federal government employees at the high functioning GS-13 level and above to include Title 38 Equivalents.

- 7. Efforts to Obtain Competition:** There is only one responsible source for the Harvard Kennedy School, Senior Executive Fellows Program. There is no competition anticipated for this acquisition. Procurement data does not include any unnecessary requirements that may inhibit competition.
- 8. A listing of the sources, if any that expressed, in writing, an interest in the acquisition:** No sources have expressed any interest in this acquisition.
- 9. Fair and Reasonable Cost Determination:** The Contracting Officer has made a determination that the price is fair and reasonable. All Schools on the Corporate Employees Development Board present pricing that is the same for all attendees.
- 10. Technical and Requirements Certification:** I certify that the supporting data under my cognizance, which are included in this justification, are accurate and complete to the best of my knowledge and belief.

I CERTIFY THAT THE FACTS AND REPRESENTATIONS UNDER MY COGNIZANCE, INCLUDED IN THIS JUSTIFICATION, WHICH FORM THE BASIS FOR THIS JUSTIFICATION, ARE COMPLETE AND ACCURATE.

Technical Representative:

Signature/Date: _____
David C. Austin
Program Management Specialist

Contracting Officer:

Signature/Date: _____
Carey M. Kauzlarich
Contracting Officer