

JUSTIFICATION FOR A SOLE SOURCE AWARD  
FOR ADMINISTRATIVE SERVICES UNDER THE CURRENT  
BLANKET PURCHASE AGREEMENT (BPA) VA119-13-A-0008/VA119-16-J-0090

1. Contracting Activity: Department of Veterans Affairs  
Office of Acquisition Operations  
Strategic Acquisition Center  
10300 Spotsylvania Avenue, Suite 400  
Fredericksburg, VA 22408

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

The proposed action is to request a 63-workdays (504 hours) extension from October 28<sup>th</sup> 2016- January 31<sup>st</sup>, 2017, for firm fixed-price purchase order in the amount of \$12,050.64 for the continuation of Administrative support services for a temporary timeframe for the Office of Resolution Management (ORM). TBD Communication Inc., 10901 W. 84<sup>TH</sup> Terrace, Suite 105, Lenexa, KS 66214-1649, is the only company that can continually maintain ORM's requirement. The 63 workdays extension will be IAW with FAR Clause 52.217-8, Option to Extend Services. The documentation requirements of FAR 8.405-6 have been followed including preparing a Sole Source Justification and Approvals (J&A), using the format at FAR 6.303-1, and making the justification publically available, as required by FAR 8.405-6 (a)(2)(i), within 14 days after contract award.

3. Description of Supplies or Services:

This 63 day extension is critical for ORM and its customers while supporting the ORM Front desk duties consist of receiving, processing, distribution and filing of time-sensitive mail documents that are subjected to EEOC mandated laws. Sanctions can occur if the mail documents which are important evidence to a case are not processed timely and within the timeframes. On a weekly basis over 250 EEO documents are received via Central Mail Clerk, Interagency mail or faxed documents that need to be distributed to three ORM Regions across the United States.

The General Clerk One (I) would provide immediate relief to the ORM employees that have to step in to cover these duties in addition to their hired competing demands. Lack of support has resulted in delays with the mail process or work stoppage for other support areas. This extension will assist in the continuous efforts of mail/document processing that is required to meet the EEO mandated timelines.

<table border="1"> <tr> <td colspan="6"><b>Vendor: TBD Communications</b></td></tr> <tr> <td colspan="6"><b>Request for Temporary Administrative and Office Support (TASCO)</b></td></tr> <tr> <td colspan="6"><b>BPA</b></td></tr> </table>						<b>Vendor: TBD Communications</b>						<b>Request for Temporary Administrative and Office Support (TASCO)</b>						<b>BPA</b>					
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<b>Services</b>																							
<b>Item #</b>	<b>Description of Service</b>	<b>Qty</b>	<b>U/I</b>	<b>Price</b>	<b>Total Amount</b>																		
<b>FY 16</b>	<b>POP: October 28th, 2016-January 31st, 2017</b>																						
0001	General Clerk I	504	EA	\$23.91	\$ 12,050.64																		

The POP will be approximately three (3) month with a total estimated value of the proposed action being \$12,050.64 (no options).

4. Statutory Authority:

Statutory Authority permitting Other than Full and Other Competition IAW 10 U.S.C. 230(C)(2), and FAR 8.405-6, Limited Source.

5. Rationale for Authority:

The statutory authority cited is FAR 8.405-6, Only one responsible source and no other supplier or services will satisfy agency requirements , is necessary as award to any other source would result in, (A) Substantial duplication of cost to the Government that is not expected to be recovered through competition, and (B) there would be unacceptable delays in fulfilling the agency's requirement.

This extension to the current Task Order to TBD Communications Inc.; will ensure that there will not be a break in administrative support. A break in the mail process will cause a backlog and possible sanctions against the Agency. Sanctions are posed when timelines are not adhered resulting in monetary distributions. Market research has determined only TBD Communications has an individual with the required background, knowledge, and experience, whom ORM employees have trained to understand the EEO process, documents that are unique and require training time to understand. ORM has determined that at this point the contractor has the capability to maintain the current level of continuity. A change in contractors could drastically affect continuity and effectiveness of this process.

6. Actions to Increase Competition: N/A

7. Market Research:

There are a total of 3 BPA holders under the Administrative Support BPA. Further market research is not needed. As stated earlier, time constraints, complexity of the

requirement and significant added cost make awarding this requirement to another Contractor would prove unacceptable to the governments.

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


NA

9. Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:

There are no companies that have expressed interest or are capable of meeting this effort due to the transition period required.

10. Technical and Requirements Certification:

I certify that the supporting data under my recognizance, which are included in this justification, are accurate and complete to the best of my knowledge and belief.

Signature   
MaryKay Collins  
Director of Management Services

Date 10/20/14

11. Fair and Reasonable Cost Determination:

The Contracting Officer anticipates that through comparison of the proposed price with prices found reasonable on previous purchases, current price lists, and the independent government estimate will determine the price fair and reasonable. The previous negotiated rates will be used during the 63 workdays extension.

Signature \_\_\_\_\_  
Zachary Wilcox, Contracting Officer

Date \_\_\_\_\_

12. Contracting Officer's Certification:

I certify that this justification is accurate and complete to the best of my knowledge and belief. As this contract does not exceed \$650,000.00, the certification below required by FAR 13.501 (a)(2)(i) serves as approval.

Signature \_\_\_\_\_  
Zachary Wilcox, Contracting Officer

Date \_\_\_\_\_