

DEPARTMENT OF VETERANS AFFAIRS

**Justification and Approval
Under**

**Simplified Acquisition Procedures (SAP)
For Restricting Competition under FAR 13.106-1(b)(1) "Single Source"**

1. **Contracting Activity:** Department of Veterans Affairs, VISN 20, VA Puget Sound Health Care System

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

This procurement under PR # 663-12-1-857-0022, where in accordance with FAR 6.001(a), acquisitions conducted under FAR 13 for SAP are exempt from the requirements of FAR Part 6, but still require a justification using the format of FAR 6.303-2, IAW the VHA SOP for Other Than Full And Open Competition dated 3-22-2011.

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

VA Northwest Health Network (VISN 20) has the intention to award a sole source purchase order to Jeremy Sappington, for Core Competency Leadership and LEAD training for VISN 20 to meet Nationally mandated VA training goals. This order will include a base and one option year:

Base Year: Date of Award – 9/30/2012

Option Year 1: 10/1/2012 – 9/30/2013

Item Number: 0001 QTY: 2 Unit Price: \$2800 Amount: \$5600

Core Competency Leadership Series (CCLS#23-PUG) – Facility LEAD Program

Session 2: CONTENT/SUBJECT: SYMLOG Seminar & Data Interpretation. Provide individual interpretation of feedback results from SYMLOG 360 instrumentation completed by VA administrative and clinical management staff participating in the CCLS program from VAMC Puget Sound divisions. Co-facilitate session summarizing program content to provide methods for further application of and techniques for assimilating SYMLOG knowledge and principles.

Location: Seattle, WA

Dates: May 03-04, 2012 (2/days) Thursday & Friday (Last two days of a 5/day session)

Item Number: 0002 QTY: 3 Unit price: \$2800 Amount: \$8400

Core Competency Leadership Series (CCLS#23-PUG) – Facility LEAD Program

Session 2: CONTENT/SUBJECT: Systems Analysis for Managers. Provide introductory management level instruction on systems analysis basics to VA administrative and clinical management staff participating in the CCLS program from VAMC Puget Sound divisions. Custom designed content specific materials will include introduction to systems, environmental systems, modeling and systems design, forecasting systems performance, and applications of systems theory.

Location: Seattle, WA

Dates: June 13-15, 2012 (3/days) Wednesday-Friday

Item Number: 0003 QTY: 3 Unit Price: \$2800 Amount: \$8400

Core Competency Leadership Series (CCLS#23-PUG) – Facility LEAD Program

Session 3: CONTENT/SUBJECT: Collaborative Problem Solving and Interest Based Negotiations. Provide introductory basics through mastery level instruction on collaborative problem solving and interest based negotiations for VA administrative and clinical management staff participating in the CCLS program from VAMC Puget Sound divisions. Custom designed content specific materials will include introduction to collaborative problem solving, advanced interest-based negotiation skills,

effective decision-making and participatory conflict resolution.

Location: Seattle, WA

Dates: July 11 – 13 (3/days) Wednesday-Friday

Item Number: 0004 QTY: 2 Unit Price: \$2800 Amount: \$5600

Core Competency Leadership Series (CCLS#24-VISN) – Facility LEAD Program

Session 1: CONTENT/SUBJECT: SYMLOG Seminar & Data Interpretation. Provide individual interpretation of feedback results from SYMLOG 360 instrumentation completed by VA administrative and clinical management staff participating in the CCLS program from VAMC Puget Sound divisions. Co-facilitate session summarizing program content providing methods for further application of and techniques for assimilating SYMLOG knowledge and principles.

Location: Portland, OR/Vancouver, WA

Dates: May 17-18, 2012 (2/days) Thursday & Friday (Last two days of a 4/day session)

Item Number: 0005 QTY: 2 Unit Price: \$2800 Amount: \$5600

Core Competency Leadership Series (CCLS#24-VISN) – Facility LEAD Program

Session 2: CONTENT/SUBJECT: Systems Analysis for Managers. Provide instruction on the introductory basics of systems analysis for managers to VA administrative and clinical management staff participating in the CCLS program from all VISN 20 facilities. Custom designed content specific materials will include introduction to systems, environmental systems, modeling and systems design, forecasting systems performance, and applications of systems theory.

Location: Portland, OR/Vancouver, WA

Dates: June 28-29, 2012 (2/days) Thursday & Friday (Last two days of a 4/day session)

Item Number: 0006 QTY: 2 Unit Price: \$2800 Amount: \$5600

Core Competency Leadership Series (CCLS#24-VISN)- Facility LEAD Program

Session 3: CONTENT/SUBJECT: Systems Analysis, Ethical Decision Making, And Analytical Tools. Provide instruction of managerial level custom designed content specific materials on Systems Analysis, Ethical Decision Making, and Analytical Tools to VA administrative and clinical management staff participating in the CCLS program from all VISN 20 facilities. Lead seminar on case study analysis of ethical decision making and organizational problem solving.

Location: Portland, OR/Vancouver, WA

Dates: Aug 02-03, 2012 (2/days) Thursday & Friday (Last two days of a 4/day session)

Item Number: 0007 QTY: 2 Unit Price: \$2800 Amount: \$5600

VISN20 Executive Leadership Development Institute (ELDI-VISN) – VISN LEAD Program

Session 1: CONTENT/SUBJECT: SYMLOG Seminar & Data Interpretation. Provide individual interpretation of feedback results from SYMLOG 360 instrumentation completed by VA administrative and clinical management participating in the CCLS program from VAMC Puget Sound divisions. Co-facilitate session summarizing program content providing methods for further application of and techniques for assimilating SYMLOG knowledge and principles.

Location: Portland, OR/Vancouver, WA

Dates: May 24-25, 2012 (2/days) Thursday & Friday (Last two days of a 4/day session)

Item Number: 0008 QTY: 2 Unit Price: \$2800 Amount: \$5600

Supervisory Skills Training (SST-PUG) – PUG Facility Program

Session 1: CONTENT/SUBJECT: SYMLOG Seminar & Data Interpretation. Provide individual interpretation of feedback results from SYMLOG 360 instrumentation completed by VA administrative and clinical management participating in the CCLS program from VAMC Puget Sound divisions. Co-facilitate session summarizing program content providing methods for further application of and techniques for assimilating SYMLOG knowledge and principles.

Location: Seattle, WA

Dates: Aug 09-10, 2012 (2/days) Thursday & Friday (Last two days of a 4/day session)

Item Number: 0009 QTY: 3 Unit Price: \$2800 Amount: \$8400

Consulting Services/Organizational Development/Curriculum Design. Estimated days reserved as contingency specifically for consulting services and priority organizational development projects as spontaneously requested by VISN20 leadership, VISN20 Education, and VAPSHCS Education. Scope of services to include 1) custom design, development and implementation of training activities and team interventions in response to immediate requests from VA leadership and service line leaders, 2) strategic organizational development projects to assess, build and/or strengthen work systems, 3) assessment, design and development of individual and team interventions to rebuild and strengthen intact work teams, and/or diffuse conflicts and rebuild, 4) consult with VISN 20 Education staff to continually improve current and future management and leadership training programs.

Location: Seattle, WA/Portland, OR/Vancouver, WA

Dates: Date of Award through September 30, 2012

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 construct, philosophy, method of dissemination and indoctrination of each series is very unique to the contractor who developed and has rights associated with each. Jeremy Sappington has previously successfully implemented these services to the Puget Sound Healthcare System, and the cost, time, and shift in philosophies and methods would be prohibitive to ensure a successful continuance of this program to meet Nationally mandated VA education requirements.

Proprietary training materials developed and protected by the vendor that are combined with highly unique and specific combination of qualifications, competencies, knowledge and skills which include the following:

- Knowledge of advanced education theory and research, health care administration, management theory and practices to actualize the vision and philosophy of the VA and to improve the effectiveness of medical center education programs.
- Knowledge of the guidelines for employee training and development established by JCAHO, OSHA, VHA, Department of Veterans Affairs and other regulatory agencies.

- Highly developed presentation and platform skills equal to university prepared instructor. Easily and effectively able to articulate parallels and examples during spontaneous group discussion. Able to use wisdom, tact and discretion while drawing on personal experiences to demonstrate salient points during classroom activities.
- Strategically driven executive leadership competence. Applies rigorous thinking while operating from a systemic approach to organizational systems problems. Discretion and judgment necessary in determining priorities and making decisions under pressure. Exceptional tact and diplomacy are required.
- Managerial competence and change management effectiveness. Demonstrates an orientation toward effective action and an ability to systemically integrate paradigm, theory, and evidence into complex educational designs presented.
- Interpersonal skills. Emotional intelligence and maturity with self-reflective awareness of his/her impact on others and skilled in extracting positive outcomes with groups and teams. Able to maintain exemplary decorum while interacting with a variety of groups presenting from diverse demographics.
- Robust orientation to learning communities. Continually developing self and others, is self-reflective with emphasis on organization effectiveness measured in terms of excellence in patient care, enhanced community health, and excellence in workplace management.
- Continuous professional educational experience commensurate with 10+years of instructional faculty at the university level. Utilizes complete and thorough knowledge of curriculum design for adult learning activities.
- SYMLOG certified practitioner with a minimum of ten years experience actively working with the instrumentation and providing individual feedback to program participants, requiring sensitivity and discretion.
- Certification and complete knowledge and familiarity of instrumentation used in group activities: MBTI (Myers Briggs Type Indicator), FIRO-B, and Thomas Kilmann Conflict Mode Instrumentation.

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

This acquisition would normally be open-market and be open to bidding by any and all eligible vendors. However, the vendor has exclusive rights to training materials geared specifically toward National VA mandated education programs including those specific to VISN 20. There is only one vendor that can fulfill the Government requirement due to the specific training requirements associated with this requirement.

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

Pricing determined to be fair and reasonable by comparing to the independent government

estimate and a significant discount of 30% from published pricing of \$4,000 per class charged to public medical centers for similar training. In reviewing past procurements for this service, VA663-C11789 was charged the same pricing in 2010 of \$2,800 per day. Thus, in accordance with FAR 13.106-3, it is estimated that the prices provided are fair and reasonable.

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

- Procurement List Ability One was checked via key word, “Core Competency Leadership Series” with no results.
- UNICOR was checked via the same key word with no results.
- I then went to GSA and did a search using “Core Competency Leadership Series” and received no results.
- I then conducted a VetBiz search of SDVOSB’s and VOSB’s but unfortunately received 0 matches.
- I then did a small business dynamic search using the NAICS 611430 and Core Competency which resulted in 0 matches.
- Jeremy Sappington (DUNS# 125816749) is a small business under NAICS 611430.

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

Mr. Sappington has authored, designed and developed specific proprietary training aides and materials which are firmly integrated into the existing HPDM curriculum requirements and represent an integral component in the overall delivery of specific mandated LEAD training programs in VISN 20.

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

None

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:

Competing this procurement and potentially using another vendor would not benefit the administrative effort by the Government due to this service being provided by Jeremy Sappington that contains proprietary information and rights to the training material presented to meet VHA mandated requirements. Based on this situation, it is my decision it would be in the best interest of the Government to procure this service from a small business, Jeremy Sappington, DUNS# 125816749.

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.

Diane M. Campbell
Name: Diane M. Campbell
Title: VAPSHCS Program Specialist, Education
Facility: PUG/663

03/26/12
Date

Jacalyn Hardy
Name: Jacalyn Hardy
Title: VISN 20 Designated Learning Officer
Facility: VISN 20

Date

12. Approvals in accordance with FAR 6.304

- a. **Contracting Specialist Certification (required):** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Christopher Towery
Christopher Towery
Contract Specialist
NCO 20, Specialized Team

3/27/12
Date

- b. I certify the justification meets requirements for other than full and open competition.

Erik K Berg
Digitally signed by Erik K Berg
DN: cn=Erik K Berg, o=U.S. Government,
ou=Department of Veterans Affairs,
ou=Contract Staff,
c=Erik K Berg
Date: 2012.03.27 18:25:34 -0700

Brian A. Thomas
Specialized Team Manager
NCO 20

Date