

LIMITED SOURCES JUSTIFICATION

ORDER >\$150,000

FAR PART 8.405-6

Acquisition Plan Action [REDACTED]

This acquisition is conducted under the authority of the Multiple Award Schedule Program. The material or service listed in par. 3 below is sole source, therefore, consideration of the number of contractors required by FAR Subpart 8.4 – Federal Supply Schedules, is precluded for the reasons indicated below.

Restricted to the following source: Provide *original manufacturer's* name for material or contractor's name for service. (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer/Contractor: Sourcecorp Bps Inc. (Sourcecorp)

Manufacturer/Contractor POC & phone number: [REDACTED]

Mfgr/Contractor Address: 2701 E Grauwylar Rd, Irving, TX 75061-3414

Dealer/Rep address/phone number: [REDACTED]

The requested material or service represents the minimum requirements of the Government.

(1) AGENCY AND CONTRACTING ACTIVITY:

Department of Veterans Affairs
Network Contracting Office (NCO)21
VA Northern California HealthCare System
150 Muir Road, Bldg: AB7; Rm: AB701
Martinez CA 94553-4668

VISN: VISN 21

(2) NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:

This is to procure Record Management Services.

(3) (a) A DESCRIPTION OF THE SUPPLIES OR SERVICES REQUIRED TO MEET THE AGENCY'S NEED:

Sourcecorp is on the list of commercial facilities approved by the National Archives & Records Administration (NARA) for use by Federal agencies IAW 36 CFR 1234. Their suite of services support access to patient health information in both paper and electronic form in a confidential and secure environment. The archival document information is available on demand in paper or electronic format. The Sourcecorp staff are trained and responsible for the conversion of patient health records into the VA Vista patient record system.

(b) ESTIMATED DOLLAR VALUE: [REDACTED]

(c) REQUIRED DELIVERY DATE: [REDACTED]

(4) IDENTIFICATION OF THE JUSTIFICATION RATIONALE (SEE FAR 8.405-6), AND IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE. (CHECK ALL THAT APPLY AND COMPLETE)

Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.

The VA patient medical records are required to be stored at a NARA certified facility in compliance with 36 CFR 1234. Sourcecorp is on the current list of commercial facilities approved by NARA for use by Federal agencies. Sourcecorp is closest in geographic proximity to Hawaii which provides less time constraints for assistance with records, resolving issues, and telephone correspondence. This justification supports the authority to limit sources under FAR 8.405-6(a)(1)(i)(B)

A patent, copyright or proprietary data limits competition. The proprietary data is:
(If FAR 8.405-6(a)(2)iii before posting. Do not include specific proprietary data. Only mention the type of equipment, procedure, etc. to show that proprietary supplies or services are being procured.)

These are "direct replacements" parts/components for existing equipment.

The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed/performing. Describe the equipment/function you have now and how the new item/service must coordinate, connect, or interface with the existing system.

The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures.

An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

(5) DESCRIBE WHY YOU BELIEVE THE ORDER REPRESENTS THE BEST VALUE CONSISTENT WITH FAR 8.4 TO AID THE CONTRACTING OFFICER IN MAKING THIS BEST VALUE DETERMINATION:

[REDACTED]

(6) DESCRIBE THE MARKET RESEARCH CONDUCTED AMONG SCHEDULE HOLDERS AND THE RESULTS OR A STATEMENT OF THE REASON MARKET RESEARCH WAS NOT CONDUCTED:

This justification supports the authority to limit sources under FAR 8.405-6(a)(1)(i)(B).
It is in the Government's best interest to issue a sole source award to SourceCorp BPS. who is the incumbent contractor. SourceCorp has provided long-term and short-term storage of patient medical records since 2000. The images are indexed either manually or by automation. VA Hawaii produces an average of three million images to be scanned per year. The repository and web-based accessing program has experienced zero-downtime. Continuity of service is essential to support patient care and sustain the administrative process. Transferring images from one contractor to another increases potential risk of loss of inventory, a significant increase in cost as well as a learning curve for document classification of 1000's of document types. The current contractor is proficient in the business process and understanding the HIMS operations for documentation processing and indexing into the electronic Medical Records. Also they are our NARA certified custodian and storage facilitator for the hard copy medical records for the VAPIHCS. As a final note the methods for transfer for electronic records are not known at this time. For these reason it is determined not to be a feasible option for the Government to seek competition.

(7) ANY OTHER FACTS SUPPORTING THE JUSTIFICATION:

(8) A STATEMENT OF THE ACTIONS, IF ANY, THE AGENCY MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS THAT LED TO THE RESTRICTED CONSIDERATION BEFORE ANY SUBSEQUENT ACQUISITION FOR THE SUPPLIES OR SERVICES IS MADE:

As new technology becomes available, review of the current system will be done to see if it can be replaced. This will be done in sufficient time to facilitate and increase competition.

(9) 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. I understand that processing of this limited sources justification restricts consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4. *(This signature is the requestor's supervisor, fund control point official, chief of service or someone with responsibility and accountability.)*

SIGNATURE

DATE

NAME

TITLE

SERVICE LINE/SECTION

FACILITY

(10) APPROVALS IN ACCORDANCE WITH THE [VHAPM, Volume 6, Chapter VI: OFOC SOP](#): *This part if filled out by Contracting Staff as part of the Justification*

a. CONTRACTING OFFICER'S CERTIFICATION (required): I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.



CONTRACTING OFFICER/DESIGNEE'S SIGNATURE

DATE

NAME AND TITLE

FACILITY

b. Director of Contracting/DESIGNEE: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.



SIGNATURE

DATE

NAME

NCO 21 Director of Contracting / Designee