

JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW [FAR 13.106-1](#)
(OVER MICRO-PURCHASE THRESHOLD(\$3.5K) BUT NOT EXCEEDING THE SAT (\$150K))

IAW [FAR13.104](#), COs must promote competition to the maximum extent practicable to obtain supplies and services from the source whose offer is the most advantageous to the Government, considering the administrative cost of the purchase. When competition is not practicable, IAW [FAR13.106-1\(b\)](#), COs solicit from a single source for purchases not exceeding the simplified acquisition threshold. COs may solicit from one source if the CO determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization). IAW [FAR13.106-3\(b\)\(3\)](#), COs are required to include additional statements ***explaining the absence of competition*** (see [13.106-1](#) for brand name purchases) if only one source is solicited and the acquisition does not exceed the simplified acquisition threshold (does not apply to an acquisition of utility services available from only one source) or supporting the award decision if other than price-related factors were considered in selecting the supplier. This template when completed can be used to document single source awards IAW [FAR13.106-3\(b\)\(3\)](#). Note: Statements such as "only known source" or "only source which can meet the required delivery date" are inadequate to support a sole source purchase.

1. ACQUISITION PLAN ACTION ID:
595-17-2-5058-0022

**1A. PROJECT/TASK
No.**

1B. ESTIMATED AMOUNT:
\$25,376.00

2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE: This is an emergency contract request for a Firm Fixed-Price Contract to provide hygienic cleaning services for Surgical Scrubs, for use in the Operating Rooms, Post Anesthesia Care Unit, Ambulatory Surgery Unit, and Sterile Processing Services Lebanon VA Medical Center.

This requirement is for the cleaning service and proper management of the surgical scrub supply for sterile areas (Operating Rooms, Post Anesthesia Care Unit, Ambulatory Surgery Unit, Sterile Processing Service) of the Lebanon VAMC. The contractor must provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to manage the required garments, weekly pick-up, cleaning, weekly drop off and restocking of cotton/polyester blend scrub uniforms and scrub jackets for the Lebanon VA Medical Center as defined in this Scope of Work. This is a linen service and management requirement.

The intent of this request is to satisfy the emergent need and continuity of services, for a 12 month period, for the hygienic cleaning services of surgical scrubs. The period of performance satisfies the restrictions placed under FAR 6.302-2 (d). This requirement needs to be immediately filled to prevent serious injury to the Government, resulting from placement of soiled/contaminated scrubs into circulation by the contractor previously providing these services and restore a stable, safe healthcare environment for Veteran care.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

The contractor that held the contract for these services is under a stop work order for egregious failure to perform. The contractor delivered scrubs for use in surgical/sterile units at the medical center that were found to be soiled/contaminated resulting in the recall of approximately 80% of the available scrubs. The introduction of soiled/contaminated scrubs and the shortage of hygienically clean garments has exposed the Government to significant harm, i.e.:

- Potential infection control issues
- Direct health concerns for patients and staff
- Diminished ability to deliver safe patient care
- Possible adverse JACHO issues, and,
- Negative public relations with a loss of confidence by the public in the VA

The Lebanon VAMC's Infection Prevention researched the methods of laundering and managing surgical scrubs and has determined that only Cintas is the only vendor within the operational range of VAMC Lebanon that operates using the Hohenstein Certification as a true third-party, review of in-plant processes, microbiological testing of processing surfaces, laboratory validated wash chemistry performance, in-plant confirmation of "hygienically clean", validation of HACCP plan, validated 7 log reduction, and quarterly textile testing.

This certification addresses not only the cleaning of the linens, but also the management of the process, which is vital to providing safe and hygienically clean surgical scrubs for healthcare facilities.

I have determined that the agency's need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured unless the number of sources is restricted. The application of the authority in FAR6-302-2 Unusual and Compelling Urgency applies because, the urgency of the situation precludes full and open competition, and a delay in award of a contract would result in serious injury, financial or other, to the Government.

Additionally, Cintas has responded that they are capable of deploying the required garments quickly, which satisfies the urgent nature of this request.

4. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED: As an emergency need, market research was limited to research of known providers of surgical scrubs. Infection Prevention was involved in the market research process early so as to assure that the medical center was focusing on patient safety and proper management of the surgical scrub supply.

Cintas was identified as the only available provider of the services required by their clearly defined quality assurance measures, and expressed ability to prepare and deploy the garments quickly. The current garment supply was identified by the Lebanon VA's Infection Prevention as having several issues, including lack of adequate sizes, worn or torn garments, wrinkled garments, stained or damaged materials, and frequent contaminants present in the clean garments and linens.

Cintas employs quality assurance that leaves no doubt as to the cleanliness and quality of the surgical scrubs and service that they provide.

A Market Research Worksheet is included with the acquisition package detailing research conducted.

EFFORTS TO IMPROVE COMPETITION: During the term of this contract the command will develop a long-term solution that allows full competition among contractors capable of meeting the requirements. The acquisition plan will include a reliable plan for hygienic cleaning and management of government owned garments for use in the Operating Rooms, Post Anesthesia Care Unit, Ambulatory Surgery Unit, and Sterile Processing Services.

5. Contracting Officer's Certification: *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. The price of this contract is expected to be fair and reasonable, and in line with what a prudent business would expect to incur under the conditions of this acquisition. There are sufficient prior purchases to compare against and make a formal determination of fair and reasonable pricing at time of award.*

Note: COs are required to make a determination of price reasonableness IAW FAR 13.106-3. See the [Commercial Supply and Service SOP](#) for Price Reasonableness templates.

Signature: _____

Date: _____

Name: _____

Title: _____

NCO: _____