

Attachment A: Request for Sole Source Memo Format

DEPARTMENT OF VETERANS AFFAIRS

Justification and Approval

For

Other Than Full and Open Competition

1. **Contracting Activity:** Department of Veterans Affairs, VISN 4, Pittsburgh Medical Center
2. **Nature and/or Description of the Action Being Processed:**
The VA Medical Center is in need of blood products for patient care. We are currently working on soliciting for this service but will need to remain consistent with receiving blood products until this can be accomplished.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:**
The Pittsburgh VAMC is intending to issue a standalone contract to cover a 3 month period to ensure blood products are delivered to the facility without hesitation. We do not want to risk a break in service because that will cause delays in providing patient care.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
 - () (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
 - (x) (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 contract is needed to purchase blood products for use at the Pittsburgh VAMC. Because blood products are urgently needed, the supplier has to be able to deliver products within 3 hours and the American Red Cross has the capability to provide these products and the knowledge of our procedures to ensure proper and timely delivery.

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

Because of the urgency of this requirement it would not be in the best interest to the government to risk patient care by soliciting this requirement. There is however, a long term contract being issued to ensure fair opportunity to offer this service.

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

The price for this service has not changed from the last procurement and is deemed to be fair and reasonable.

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

Market Research was not conducted because there is an urgent need to supply blood products to patients and it would cause harm to patients if we put this out for solicitation. This will be the only time that market research will not be done because there is a long term contract following that provides the market research necessary to fulfill FAR requirements.

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

This is an urgent requirement and competition could not be conducted. This requirement is in accordance with FAR 6.302-2 and completion would cause further delays in patient care.

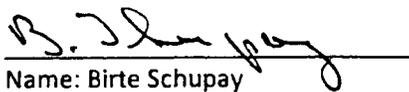
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:**

See Section VI above.

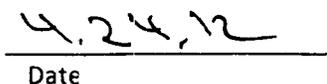
11. **A Statement of the Actions, if any, the Agency May Take to Remove or Overcome any Barriers to Competition before Making subsequent acquisitions for the supplies or services required**

This will be a onetime contract to allow for the continuation of services until a longer term contract can be put into place.

12. **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.
(This signature is the requestor's supervisor, fund control point official, chief of service, someone with responsibility and accountability)


Name: Birte Schupay

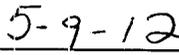
Title: Chief Medical Technologist
Facility: VA Pittsburgh HCS


Date

13. Approvals in accordance with FAR 6.304 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.


Name BRIDGET KORNISH.
Title Contract Specialist
Facility VAMC Pittsburgh


Date

- b. **One Level above Contracting Officer:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief. *This signature may be the VISN NCM if the Contracting Officer and Contracting Supervisor is the same individual.


Name Kathleen Poloczko
Title Contract Specialist
Facility VAPHS


Date

- c. **NCM :** I certify the justification meets requirements for other than full and open competition.

Name
Network Contract Manager
VISN X

Date

- d. **SAO East:** I certify the justification meets requirements for other than full and open competition.

Jeffrey R. Ryan
Director
Service Area Office, East

Date

Service Area Office, East
Department of Veterans Affairs
323 North Shore Drive, Suite 500
Pittsburgh, PA 15212

Memorandum 2011-003
December 28, 2010

- e. **VHA HCA's Review and Approval:** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and recommend approval (over \$50 million), approve (up to \$ 50 million) for other than full and open competition.

Joseph A. Williams, Jr. RN, BSN, MPM
Head of Contracting Activity (HCA)
Veterans Health Administration

Date

- f. **VHA Senior Procurement Executive Approval (over \$50 million):** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for other than full and open competition.

Jan R. Frye
Deputy Assistant Secretary
Office of Acquisition and Logistics
Senior Procurement Executive (SPE)
Department of Veterans Affairs

Date