

**DEPARTMENT OF VETERANS AFFAIRS**

**Justification and Approval (J&A)  
For  
Other Than Full and Open Competition (>\$150K)**

**Acquisition Plan Action ID: VA251-16-AP-4231**

1. **Contracting Activity:** Department of Veterans Affairs, VISN 10, Battle Creek VA Medical Center, 5500 Armstrong Road, Battle Creek, MI 49037.
2. **Nature and/or Description of the Action Being Processed:** **FAR13.5 Simplified Procedures for Certain Commercial Items:** This procurement is for a base plus four (4) option year firm fixed price contract for Readjustment Counseling Services located in the Kalamazoo, MI catchment area in accordance with FAR 13.5 Simplified Procedures for Certain Commercial Items and specifically FAR 13.501 Special Documentation Requirements, where acquisitions conducted under Simplified Acquisition Procedures are exempt from the requirements of FAR Part 6, but still requires a justification using the format of FAR 6.303-2.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:**  
Contractor shall have relevant training in counseling for symptoms related to Post Traumatic Stress Disorder (PTSD), offer individual counseling to Veterans, as well as offer group counseling services. Veterans initially receive three (3) counseling sessions to complete an intake assessment and to complete a treatment plan specifying what the Veteran needs to enable them to readjust to civilian life. Counseling sessions will take place based on that assessment through the use of a limited licensed Psychologist, Licensed Mental Health Professional, and /or Licensed Social Worker (depending on Veteran's need). The base period of performance is April 1, 2017 through September 30, 2017 and the Independent Government Estimate for this base plus four (4) option year contract is \$1,018,670.00 (\$105,900.00 base year).
4. **Statutory Authority Permitting Other than Full and Open Competition:**  
FAR 13.5 Simplified Procedures for Certain Commercial Items: The authority for applying the Simplified Procedures for Commercial Items of FAR 13.5 is 41 U.S.C. 1901 and is implemented by for restricting competition on this procurement via FAR 13.106-1(b)(2).  
  
  - ( ) (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;
  - ( X ) FAR 13.5 in accordance with 41 USC 1901;

**5. Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):**

Kalamazoo Psychology, LLC is the incumbent for these services. The Veterans receiving treatment for these services need to remain in Kalamazoo Psychology's care in order to maintain their continuity of care. The Veterans currently receiving counseling at Kalamazoo Psychology trust this provider and have established rapport with the Veterans that has helped gain successes in their treatment; a change in providers will be detrimental to their overall progress of readjusting to civilian life.

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

Market research was conducted and found that other providers in the area do not offer group counseling for the population served by the Vet Center Program, which is imperative to their mental health and wellbeing. Charges for the providers ranged from \$80 –130 per session.

In addition, a Request for Information (RFI) was sent to all vendors listed below and posted to [www.fbo.gov](http://www.fbo.gov) under VA250-17-N-0023 for 10 days in which only the incumbent responded. Providers contacted were:

- 1) Kalamazoo Psychology, LLC (Incumbent)- Only provider to offer Individual and Group Counseling and response to RFI.  
122 W. South Street  
Kalamazoo, MI 49007  
(269) 349- 4219
- 2) Dr. Irene Mann, Ph.D  
5360 Holiday Terrace  
Kalamazoo, MI 49009  
(269) 353-3063
- 3) Bruce A. Heustis, Licensed Counselor  
107 W Michigan Ave, Kalamazoo, MI 49007  
269-492-6088
- 4) CM Psychotherapy, LLC  
5937 W Main Street  
Kalamazoo, Mi 49009  
(312) 543-7445
- 5) Aija Lubavs, Mba, MA.  
5955 W Main Street  
Kalamazoo, MI 49009  
(569) 353-4370

**7. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** The Contracting Officer will ensure the prices being offered are fair and

reasonable through use of reviewing past procurement history of these services (VA251-13-V-0047 awarded on 4/1/13 for \$506,905- base +2 option years), comparing the IGE, and the offerors quote.

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

Several providers in the area were contacted (see section 6) and none of them have the capability to offer Group Counseling services. Kalamazoo Psychology, LLC is the only provider in the area that offers both Individual and Group Counseling services. Kalamazoo Psychology, LLC is the only provider who has extensive experience in readjustment counseling of Veterans. An RFI was issued to the vendors listed above as well as posting to [www.fbo.gov](http://www.fbo.gov); VA250-17-N-0023 was posted on 10/18/16 for 10 days and returned one (1) response which was from the incumbent, Kalamazoo Psychology, LLC.

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

Veterans currently receiving services by Kalamazoo Psychology, LLC must maintain their continuity of care in order to continue to achieve success in their ability to transition from military life to civilian life. The Veterans receiving services have a strong rapport with the counselors located at Kalamazoo Psychology, LLC. The ability to trust the providers is essential to the Veteran feeling comfortable and safe enough to discuss their Post-Traumatic Stress from serving in the military. Rand Corporation conducted research and in article *Improving Mental Health Care for Returning Veterans* stated, "The mental health specialty workforce lacks sufficient training in evidence based practices." Moreover, the authors noted that "many are familiar with military culture or combat-related trauma disorder."

([http://www.rand.org/content/dam/rand/pubs/research\\_briefs/2009/RAND\\_RB9451.pdf](http://www.rand.org/content/dam/rand/pubs/research_briefs/2009/RAND_RB9451.pdf))

Veterans who work with Kalamazoo Psychology are given the expertise of five (5) providers with history of treating Veterans with issues related to PTSD, and also able to conduct group sessions multiple times per month. It has been proven that Veterans from all conflicts can have problems disclosing their combat trauma. These problems can be exacerbated if the veterans are required to change providers in the midst of disclosing their experiences and issues. The Vet Center Program services are specific to combat Veterans and their families. Kalamazoo Psychology, LLC is the only contractor able to offer Veterans the services that the Vet Center Program requires.

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

Kalamazoo Psychology, LLC  
122 W. South Street  
Kalamazoo, MI 49007  
(269) 349- 4219

**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:**

In the future, market research will be conducted to determine if there are any new providers in the area who have experience in the care of our Veterans with PTSD that offer both Individual and Group Counseling Sessions.

**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,

Chapter VI: Other Than Full and Open Competition (OFOC) SOP  
Attachment 3: Request for Sole Source Justification Format >\$150K

which are included in the justification, are accurate and complete to the best of my knowledge and belief.

Darryl P. Plunkett 243032  
Digitally signed by Darryl P. Plunkett 243032  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=darryl.plunkett@va.gov, cn=Darryl  
P. Plunkett 243032  
Date: 2016.11.09 08:31:42 -05'00'

11/09/2016

Darryl P. Plunkett, PhD.  
Team Leader  
Grand Rapids Veterans Center

Date

**13. Approvals in accordance with the [VHAPM, Volume 6, Chapter VI: OFOC SOP](#).**

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

Lisa D. Frymier 320908  
Digitally signed by Lisa D. Frymier  
320908  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=lisa.frymier  
@va.gov, cn=Lisa D. Frymier 320908  
Date: 2016.11.09 08:37:25 -05'00'

11/09/2016

Lisa Frymier  
Contracting Officer  
Network Contracting Office 10

Date

- b. **Branch Chief (Required if over \$150K):** I certify the justification meets requirements for other than full and open competition.

Toni D. Waggoner-Boykin 393105  
Digitally signed by Toni D. Waggoner-Boykin 393105  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=toni.waggoner-  
boykin@va.gov, cn=Toni D. Waggoner-Boykin  
393105  
Date: 2016.11.17 16:24:26 -05'00'

11/17/2016

Toni D. Waggoner-Boykin  
Branch Chief  
Network Contracting Office 10

Date

- c. **Division Chief (Required if over \$700k):** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Monae D. Heath 199291  
Digitally signed by Monae D. Heath 199291  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=monae.heath@va.gov, cn=Monae  
D. Heath 199291  
Date: 2016.11.29 13:06:45 -05'00'

11/29/2016

Monae Heath  
Division Chief, Healthcare and Services  
Network Contracting Office 10

Date

- d. **Director of Contracting /Designee (Required if over \$700k):** I certify the justification meets requirements for other than full and open competition.

TERRY L. SPITZMILLER 394683  
Digitally signed by TERRY L. SPITZMILLER  
394683  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=terry.spitzmiller@va.gov, cn=TERRY L. SPITZMILLER 394683  
Date: 2016.12.09 08:59:31 -05'00'

12/09/2016

Terry L. Spitzmiller  
Director of Contracting  
Network Contracting Office 10

Date

Chapter VI: Other Than Full and Open Competition (OFOC) SOP  
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- e. **VHA SAO HCA 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 (if over \$13.5 million) or approve (\$700K to 13.5 million) for other than full and open competition.

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Linda S. Greaves  
Acting Director, SAO Central Region  
SAO Central Head of Contracting (HCA)

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12/15/2016

Date

**VA251-16-AP-4231**  
**Readjustment Counseling - Kalamazoo**



<b>BACKGROUND INFORMATION:</b> Contractor shall provide Readjustment Counseling Services to Veterans located in the Kalamazoo, Michigan Area as requested by the Battle Creek VA Medical Center, 5500 Armstrong Rd, Battle Creek, Michigan 49037 for the period of one (1) base year, effective April 1, 2017 through March 31, 2018, with four (4) one (1) year pre-priced option year periods to be exercised at the government's discretion.	
<b>1. DATE PREPARED:</b> 09/08/2016	<b>2. PREPARED BY:</b> Shasta Britt
<b>3. DESCRIPTION OF REQUIREMENT:</b> The contractor shall furnish readjustment counseling services to eligible veterans referred by Grand Rapids Vet Center #403 staff members or Vet Center Team leader for readjustment counseling, for purposes of this contract, the counseling is provided by social workers, psychologists, other qualified counselors, individually or in groups, specifically directed at social, psychological, behavioral difficulties specifically related to the post-war readjustment to civilian life.	
<b>4. PRODUCT OR SERVICE?</b> Service	<b>5.NAICS/FSC/PSC:</b> 621330
<b>6. REQUESTOR:</b> Dr. Darryl Plunkett	<b>7. PHONE NO:</b> 616-285-5795
<b>8. PLANNED/ACTUAL DATE SUBMITTED:</b> 08/26/2016	<b>9. PLANNED AWARD DATE:</b> 12/01/2016
<b>10. ESTIMATED TOTAL COST:</b> \$1,018,670.00	<b>11. ESTIMATED BASE PERIOD COST:</b> \$105,900.00
<b>12. RISKS:</b> <u>Technical Risk:</u> The following actions will ensure that risk to the Government is minimized: <ul style="list-style-type: none"> <li>Firm fixed price contract will reduce risk to the Government</li> <li>Responsibility checks for past performance will be conducted as part of the pre-award checks to ensure award to a qualified contractor</li> <li>The COR will monitor the contractor's performance through on-sight clinical records inspections of invoices, and sign-in sheets.</li> </ul> <u>Funding Risk:</u> Funding risk is low. Contract# VA251-13-V-0047 is being extended for 6 months effective 10/1/16 through 3/31/17 to allow time to award this new base + four (4) option year request and to maintain continuity of services for the Veterans currently receiving counseling treatment. A fully funded 2237 for the base year estimate of \$105,900.00 will be provided in FY17's 1 <sup>st</sup> quarter to ensure funding is obtained.	
<b>13. OTHER CONSIDERATIONS</b> SAM was verified by CS, the contractor is a Small Business. There are no other considerations at this time.	
<b>14. COMPETITIVE?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	<b>15. REASON FOR OTHER THAN FULL AND OPEN COMPETITION:</b> Procurement will be a Sole Source Small Business Firm Fixed price contract due to the nature of the counseling services. Changing contractors will be detrimental to the current Veterans counseling growth and treatment progress.
<b>16. POTENTIAL SOURCES:</b> Kalamazoo Psychology, LLC	
<b>17. DESCRIPTION OF MARKET RESEARCH EFFORTS CONDUCTED OR TO BE CONDUCTED:</b> Market Research was conducted by the using service and found that no other counseling contractor in the Kalamazoo area offered the required services of Individual Counseling Sessions & Group Counseling Sessions. As stated in section 15, these services are being single sourced to the incumbent as it would be detrimental to counseling progress of the Veterans currently receiving these readjustment counseling services. Kalamazoo Psychology, LLC PC has been verified in SAM as a Small Business.	

*For Official Use Only/Source Selection Sensitive*

<b>18. SMALL BUSINESS PROGRAMS</b>	<input type="checkbox"/> Service-Disabled Veteran-Owned Business Set-aside	<input type="checkbox"/> Veteran-Owned Business Set-aside	<input type="checkbox"/> 8(a) Set-Aside
	<input type="checkbox"/> HUBZone Set-Aside	<input checked="" type="checkbox"/> Small Business Set-Aside	<input type="checkbox"/> Women-Owned Small Business Set Aside
<b>19. PLANNED CONTRACT TYPE</b> IAW FAR 7.105(b)(3) the contract type established for this procurement is firm fixed price, Indefinite Delivery-Indefinite Quantity (IDIQ) Single Award Contract.			
<b>20a. COMMERCIAL ITEM OR SERVICE?</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		<b>20b. If NO, could the requirement be changed to provide for commercial item or service?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>21. IF SERVICES, ARE INHERENTLY GOVERNMENTAL FUNCTIONS INVOLVED?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> This acquisition will not involve services that can be classified as inherently governmental function as defined by FAR 7.503.			
<b>22a. SUITABLE FOR PERFORMANCE-BASED?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>		<b>22b. If performance-based unacceptable, provide explanation:</b> This is not a performance based acquisition, as it is not in the Government's best interest based upon the following reasons: <ul style="list-style-type: none"> <li>• Not complex enough for integrated solutions team approach with group directed market research</li> <li>• Job analysis does not support a performance work statement (PWS) or formal surveillance plan</li> <li>• Not appropriate to allow contractor to solve the problem or dictate labor mix</li> <li>• Acquisition strategy does not include monetary or time incentive tools</li> </ul>	
<b>23a. OPTIONS:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		<b>23b. If YES, number and type:</b> Four (4) Pre-Priced One (1) Year Option Periods	
<b>24a. GOVERNMENT PROPERTY TO BE FURNISHED?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		<b>24b. If YES, describe (attach additional sheets, if necessary):</b>	
<b>25a. GOVERNMENT INFORMATION TO BE PROVIDED?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		<b>25b. If YES, describe:</b>	
<b>26. ENVIRONMENTAL AND ENERGY CONSERVATION OBJECTIVES:</b> Not Applicable for this Acquisition.			
<b>27. SECURITY CONSIDERATIONS:</b> The Appendix A Checklist from VHA Handbook 6500.6 has been completed by the appropriate officials and been determined that VA security policies and Business Associate Agreement are not applicable and do not need to be incorporated in the resulting RFQ. Furthermore, past Readjustment Contracts that did include the IT VAAR Clause Language were later reviewed by the VISN ISO and requested to be modified to remove such language.			
<b>28. SOURCE SELECTION PROCEDURES TO BE USED:</b> Price, Past Performance, Proof of Current Counseling Licenses			
<b>29. EVALUATION FACTORS:</b> Price, Past Performance, Proof of Current Counseling Licenses			



30. MILESTONES	
MILESTONE	PLANNED DATE
1) Completion of acquisition package	08/26/2016
2) Acquisition plan approvals	10/14/2016
3) Justification for Other than Full and Open Competition	10/21/2016
4) Any other required D & F approvals – 2268 for Unrestricted Competition	10/28/2016
5) Solicitation drafted-reviews completed (as applicable)	11/01/2016
CO Review	11/08/2016
PA Review	11/16/2016
Legal Review	12/07/2016
Clearance Review	12/14/2016
6) Solicitation reviews completed & changes incorporated	12/19/2016
7) Issuance of solicitation	12/19/2016
8) Quotes Due	01/09/2017
9) Evaluation of Quotes	01/12/2017
10) Begin negotiations	01/13/2017
11) Complete negotiations	01/18/2017
12) Complete Pre-Award Documentation & Prepare Contract Document	01/25/2017
13) Pre-Award reviews and clearances obtained:	02/03/2017
CO Review	02/10/2017
PA Review	02/17/2017
Legal Review	02/24/2017
Clearance Review	
14) Contract Award Finalized	02/27/2017

SIGNATURES OF APPROVAL In Accordance With VHAPM AP SOP, Vol. 6, Chapter II	
Contracting Specialist Name: Shasta Britt Signature: <b>Shasta M. Britt</b> <b>1369541</b>  <small>Digitally signed by Shasta M. Britt 1369541  DN: dc=gov, dc=va, o=internal, ou=people,  0.9.2342.19200300.100.1.1=shasta.britt@va.gov, cn=Shasta M. Britt 1369541  Date: 2016.10.12 10:18:53 -04'00'</small>	Date: 10/12/2016
Contracting Officer Name: Lisa Frymier Signature: <b>Lisa D. Frymier</b> <b>320908</b>  <small>Digitally signed by Lisa D. Frymier 320908  DN: dc=gov, dc=va, o=internal, ou=people,  0.9.2342.19200300.100.1.1=lisa.frymier@va.gov, cn=Lisa D. Frymier 320908  Date: 2016.10.12 10:48:15 -04'00'</small>	Date:



NETWORK CONTRACTING OFFICE 10  
8888 KEYSTONE CROSSING BLVD STE 1100  
INDIANAPOLIS, IN 46240  
AMENDMENT TO ACQUISITION PLAN

This memo serves as documentation for the file, that the original acquisition plan VA251-16-AP-4231 is being amended to document that a Request for Information was issued to all vendors contacted during the Market Research phase and posted to ([www.fbo.gov](http://www.fbo.gov)) for 10 days (10/18/2016 – 10/28/2016) in an effort to determine if there were other possible sources that could provide these Readjustment Counseling Services located in Kalamazoo, MI. The only response received was from the incumbent, further justifying that there is only one source available to provide these services. This request will continue to be conducted as a Single Source Small Business Firm Fixed price procurement using FAR 13.5.

Shasta M. Britt  
1369541

Digitally signed by Shasta M. Britt 1369541  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=shasta.britt@va.  
gov, cn=Shasta M. Britt 1369541  
Date: 2016.11.09 10:19:04 -05'00'

Shasta Britt, Contract Specialist

November 9, 2016

Date

Lisa D. Frymier  
320908

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DN: dc=gov, dc=va, o=internal,  
ou=people,  
0.9.2342.19200300.100.1.1=lisa.frymier@v  
a.gov, cn=Lisa D. Frymier 320908  
Date: 2016.11.09 10:42:27 -05'00'

Lisa Frymier, Contracting Officer

November 9, 2016

Date

# Memo

Date: 8/9/2016

From: Darryl P. Plunkett, PhD, LPC, NCC

Subj: IGCE, Contract Fee Counseling Services for Kalamazoo, MI Area

1. The government estimate for the Contract Fee Counseling Services is as follows:

**Contract Fee Counseling Services**

Item	Qty	Unit	Cost
a. Base Year – 2 <sup>nd</sup> half FY 17			
a. Ind. MA	1100 sessions	1/2YR	\$93,500.00
b. Group	310 sessions	1/2YR	\$12,400.00
			<u>\$105,900.00</u>
b. Option Year 1 – FY 18			
a. Ind. MA	2200 sessions	YR	\$192,610.00
b. Group	620 sessions	YR	\$25,550.00
			<u>\$218,160.00</u>
c. Option Year 2 – FY 19			
a. Ind. MA	2200 sessions	YR	\$198,390.00
b. Group	620 sessions	YR	\$26,310.00
			<u>\$224,700.00</u>
d. Option Year 3 – FY 20			
a. Ind. MA	2200 sessions	YR	\$204,340.00
b. Group	620 sessions	YR	\$27,100.00
			<u>\$231,440.00</u>
e. Option Year 4 – FY 21			
a. Ind. MA	2200 sessions	YR	\$210,470.00
b. Group	620 sessions	YR	\$28,000.00
			<u>\$238,470.00</u>
<b>Grand Total</b>			<b>\$1,018,670.00</b>

2. The estimate for base period pricing was built by using the Historical Spending Data from fiscal years 2013 through 2016. This total has been projected forward through the end of FY16.
3. The subsequent option years are based on a 3% increase per annum, using the same methodology as the information in paragraph #2.
4. The estimated budget is inclusive of a base period plus four (4) one-year option periods. The budget estimate is based on historical data and an assessment of future needs. The contract will not represent a commitment to, or imply funding for, specific option periods or business areas. All option periods and business areas will be authorized and/or funded on an individual basis. The estimated grand total, including options years, is approximately \$1,124,570.00.

5. The historical pricing for a contract of this type within the catchment area of the Grand Rapids Vet Center, Battle Creek VA Medical Center has ranged from \$85-\$100 for individual sessions (depending on Ph.D. or MA counseling) and \$40 for group sessions. It is estimated, based on current usage that the number of sessions above are accurate and reflect the current need of the Veterans in this community.

Prepared by: Darryl P. Plunkett  
Title: Grand Rapids Vet Center Team Leader  
Signature: Darryl P. Plunkett  
Date Prepared: Aug. 9, 2016

## Market Research Report

### *Kalamazoo Catchment Area Readjustment Counseling Services for Battle Creek VAMC*

#### 1. Objective:

This report is in accordance with Federal Acquisition Regulation (FAR) Part 10, which describes the policies and procedures for conducting market research in order to arrive at the most suitable approach to acquiring, distributing, and supporting supplies and services. This part implements requirements of 41 U.S.C. 253a(a)(1), 41 U.S.C. 264b, 10 U.S.C. 2377 and 6 U.S.C. 796.

The extent of market research will vary, depending on such factors as urgency, estimated dollar value, complexity, and past experience. Market research involves obtaining information specific to the item being acquired.

#### 2. Background:

The purpose of the product/service is to contract for Readjustment Counseling Services for the Kalamazoo, MI Catchment Area. The product/service is in support of the Psychology Department at the Battle Creek VAMC to provide counseling services for Combat Veterans that are readjusting to civilian life. Period of performance with base year of April 1, 2017 through September 30, 2017 with four option years, a completion of contract September 30, 2021.

#### 3. Market Research Sources:

The following methods were utilized to conduct Market Research: *(check all that apply)*

<input checked="" type="checkbox"/>	FedBizOpps Sources Sought Synopsis- Issued an RFI on 10/18/16 for 10 days. Only one response was received under RFI# VA250-17-N-0023. The only respondent was the incumbent, Kalamazoo Psychology, LLC.
<input checked="" type="checkbox"/>	Searched GSA/FSS (GSA Advantage) / NASA SEWP- Services are not available on GSA/FSS/SEWP. Three vendors were found on GSA but their contract expires before the completion contract date of September 30, 2021.
<input type="checkbox"/>	Searched Unicor/FPI
<input type="checkbox"/>	Searched AbilityOne (formerly JWOD)
<input checked="" type="checkbox"/>	Searched SAM- Used to verify the vendor is a Small Business, Kalamazoo Psychology
<input checked="" type="checkbox"/>	Searched VetBiz- Kalamazoo Psychology is not a SDVOSB or VOSB; there is only one vendor within VetBiz under NAICS code 630221 but they are not located within the Kalamazoo Catchment Area

<input type="checkbox"/>	Searched catalogs and other generally available product literature (online and/or in hard copy).
<input checked="" type="checkbox"/>	Searched previous purchases of similar/identical acquisitions- These services are currently being performed by this vendor under contract# VA251-13-V-0047 which expires on 3/31/17.
<input type="checkbox"/>	Searched the Internet
<input type="checkbox"/>	Contacted SBA

**4. Market Research Findings:**

A. The results of market research have determined that the Government's needs can be met by:

<input checked="" type="checkbox"/>	Items of a type customarily available in the commercial marketplace;
<input type="checkbox"/>	Items of a type customarily available in the commercial marketplace with modifications; or
<input type="checkbox"/>	Items used exclusively for governmental purposes.

B. In order for an acquisition to be made a "set-aside", at least two firms of the same size/socioeconomic designation must be identified who indicate they will compete for this acquisition (unless it is 8(a)). Results of Market Research are as follows:

<input checked="" type="checkbox"/>	No two SB sources could be found
<input checked="" type="checkbox"/>	No two SDVOSB sources could be found
<input checked="" type="checkbox"/>	No two VOSB sources could be found
<input checked="" type="checkbox"/>	No two HubZone sources could be found
<input checked="" type="checkbox"/>	No 8(a) sources could be found
<input checked="" type="checkbox"/>	No two SDB sources could be found
<input checked="" type="checkbox"/>	No two WOSB sources could be found
<input type="checkbox"/>	No sources could be found

Market research was conducted, along with a RFI (VA250-17-N-0023) to all the vendors contacted during the market research phase as well as posted to [www.fbo.gov](http://www.fbo.gov) for 10 days. Only one response was received, therefore further justifying that there is only source available to provide

these Readjustment Counseling Services. Kalamazoo Psychology is a Small Business Vendor and is also the incumbent for these services. It is critical to the current Veterans receiving treatment that these services continue to be conducted by this vendor (Current Contract# VA251-13-V-0047) as to not set back or delay the Veteran's counseling progress.

**5. Customary Commercial Terms and Conditions:**

Insert information pertaining to any of the following examples: Warranties; Packaging and marking; acceptance; pricing; inspection; customizing, modifying or tailoring practices; buyer financing; discounts; maintenance support; and laws and regulations unique to the item.

N/A

**6. Market Price:**

The Government estimated cost is \$1,018,670.00 (base + 4 option years). The apparent fair market value is based on the historical pricing for these services and market research conducted for this catchment area.

**7. Acquisition History:**

List previous purchase of the same product/service, including purchase date, price and source. If there is no acquisition history, insert "None".

These services are currently being provided under contract VA251-13-V-0047 by Kalamazoo Psychology, which was effective 04/01/2013 through 09/30/2016 with a six month extension through 03/31/2017.

**8. Other pertinent information:**

Insert any applicable information. If none, insert "None".

None

**9. Recommendations:**

Insert how requirement will be competed/awarded (e.g., FAR Part 8, FAR Part 12 and Parts 13, 14, or 15, PBSC, Small Business set-aside, competitive or sole source, etc).

This acquisition will be procured on a Sole Source basis to Kalamazoo Psychology (a Small Business vendor) using FAR Part 12 and 13.5.

Prepared by:

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Shasta Britt, Contract Specialist

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0.9.2342.19200300.100.1.1=shasta.britt@va.gov,  
cn=Shasta M. Britt 1369541  
Date: 2016.11.08 13:36:11 -05'00'

Date: November 8, 2016

Lisa D. Frymier  
Name: 320908  
Lisa Frymier, Contracting Officer

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Date: November 8, 2016