

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

Memorandum 2011-003  
December 28, 2010

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, James E. Van Zandt VA Medical Center – Station 503
2. **Nature and/or Description of the Action Being Processed:**  
Provide for patient lift in amputee clinic for project 503-306 Move and Expand Rehab. It is being proposed that the Contractor purchase and install these items using activations funds.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:**  
The following details the required work to be completed:
  - Purchase and install patient lift including hanger rods, support bar railings, lift, electric and chargers.
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):**  
RC Clark is the prime SDVOSB for the ongoing Move and Expand Rehab Project. The patient lifts need installed during construction to ensure they can be installed as planned and coordinated with utilities. Because construction will be on going with the project not being accepted for beneficial occupancy, RC Clark will be the only responsible source. The Government's best interest is served by awarding a contract to RC Clark for the following two reasons: 1.) The Government will not be required to accept beneficial occupancy of the Move & Expand Rehab Project and begin the Warranty period six months pre-maturely. Pre-maturely accepting a project has a myriad of unintended consequences which can lead to the inability of the Government to adequately assign responsibility to contractor(s) at the time of

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acceptance of the end product (i.e., contractor fault). 2.) RC Clark will be able to sequence the work which increases efficiency and decreases costs. Specifically, the work can be coordinated simultaneously to prevent any conflicts (i.e., utilities, structural etc...) and prevent unnecessary demolition.

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

The availability of space, time and money does not permit the award to another contractor to perform the work sequentially as required.

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

The government formulated an IGE for activation funding with this item broken out. The contractor's price is under the IGE pricing.

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

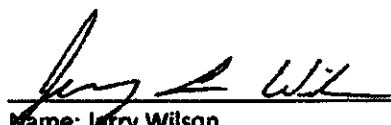
Market research was not conducted because the prime contractor is the only responsible source, as mentioned above.

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

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

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: N/A

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.

  
Name: Jerry Wilson  
Title: Assistant Chief of Facilities  
Facility: VISN 4 VAMC Altoona, PA

6/20/12  
Date

13. Approvals in accordance with FAR 6.304

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

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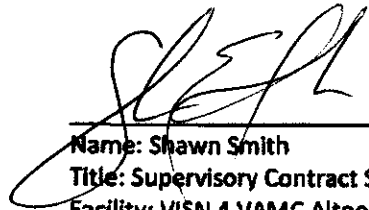


Name: Michael Koontz  
Title: Contracting Officer  
Facility: VISN 4 VAMC Altoona, PA

29 JUN 12

Date

**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: Shawn Smith  
Title: Supervisory Contract Specialist  
Facility: VISN 4 VAMC Altoona, PA

6/29/12

Date