

# Surge Support Market Research

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**Instructions:** Provide the completed Market Research Worksheet and associated documentation as required in paragraph 3 below to the contracting office with your Acquisition Requirements Package.

**References:** [FAR Part 10 – Market Research](#)

[VHA Procurement Manual Part 810.001 – Market Research](#)

[VA Acquisition Regulation \(VAAR\) Part 810 – Market Research](#)

1. In the space below, **describe the Government's requirement(s)** in terms sufficient to allow conduct of market research.

<p>Statement of Need.</p> <p>Describe the product/service AND the function/purpose of the requirement.</p>	
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a. **Estimated Value (IGCE required over \$150K):**

b. **Suggested [NAICS Code](#):**

c. **Suggested [Product Service Code \(PSC\)](#):**

d. **Technical Point of Contact (POC):**

i. **Name:**

ii. **Email:**

iii. **Phone:**

e. **Project Name:**

f. **Project Location:**

g. **Building Number:**

h. **Room Number (If applicable):**

i. **Identify the type of requirement** (please select all that apply)

☐ Supply/Equipment

☐ Vendor Installation Required

☐ Training required (approx. date) \_\_\_\_\_

☐ Training Material/Deliverables

j. **Install/Delivery requirements:**

☐ **V/C Item:** Vendor provided/General (Construction) Contractor Install (need by date) \_\_\_\_\_;

Delivery Location:

POC:

☐ **V/V Item:** Vendor Install (need by date) \_\_\_\_\_

☐ Install by vendor providing item

☐ Install by Activation contractor

☐ Vendor Installation Not Required/VA Providing Installation

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☐ Deliver to VA Warehouse (approx. date): \_\_\_\_\_

Address:

Warehouse POC and Contact Information:

☐ Deliver to off-site Activation Warehouse (approx. date): \_\_\_\_\_

Address:

Warehouse POC and Contact Information:

2. **Has the requirement been purchased by the Department of Veterans Affairs (VA) previously?** (Check the appropriate block.)

Links:

[Federal Business Opportunities](#)

[Federal Procurement Data System – Next Generation](#)

[USAspending.gov](#)

☐ Yes ☐ No ☐ Don't Know

- a. If you answered **yes** above, provide the following information, if known:
- b. List contract numbers and names of contractors who have **PREVIOUSLY** provided the requirement?

Contract Number(s):	
Name of Contractor(s):	
Date of Contract(s):	

- c. Identify **EXISTING CONTRACTUAL VEHICLES** that can possibly be utilized for the requirement. List applicable contracts and their contract numbers.

Links:

[National Acquisition Center – MedSurg Catalog Search](#)

[National Strategic Source Listing](#)

[Strategic Acquisition Center \(SAC\)](#)

[NASA SEWP](#)

[GSA Advantage!](#)

Contract Vehicle:	(e.g., NASA SEWP, VETS GWAC, General Services Administration (GSA) Contract #)
Contract Number:	(indicate contract number or Schedule Number/Description, e.g. Schedule 70)

**Does the requirement meet the requirements for environmentally preferable products as mandated by Executive Order 13514?**

☐ Yes ☐ No (Please check all that apply).

☐ Recycled Content (CPG) Products

☐ Energy Star/Energy-Efficient Products

☐ Water Efficient Products – Water Sense

☐ Biobased/Biopreferred Products

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- ☐ Alternative Fuel/Vehicles
- ☐ SNAP/Non-Ozone Depleting Substances
- ☐ EPA Priority Chemicals
- ☐ Environmentally Preferable Products (EPP)
- ☐ Electronic Product Environmental Assessment Tool (EPEAT)
- ☐ Not Applicable

3. Document actions you took to conduct market research, information obtained, and the proposed acquisition strategy to include the information described below:

**Per PPM 2016-05 Implementation of the Veterans First Contracting Program as a Result of the U.S. Supreme Court Decision: 38 U.S.C. § 8127 is mandatory, not discretionary and its text requires the Department to apply the Rule of Two to all contracting determinations; The Rule of Two contracting procedures in 38 U.S.C. § 8127(d) are not limited to those contracts necessary to fulfill the Secretary's goals under § 8127(a); and 38 U.S.C. § 8127(d) applies to orders placed against the Federal Supply Schedules (FSS).**

Supplies (Mandatory IAW <a href="#">FAR 8.002</a> ):	Results from Market Research:
(1) VA inventories including the VA supply stock program ( <a href="#">41 CFR 101-26.704</a> ) and VA excess:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
(2) Excess from other agencies ( <a href="#">FAR 8.002</a> ):	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
(3) *Federal Prison Industries (FPI) (See <a href="#">VAAR 808.603 Purchase Priorities</a> ) <b>*VA COs may purchase supplies and services produced or provided by FPI from eligible service disabled veteran-owned small businesses and veteran-owned small businesses</b> , in accordance with procedures set forth in subpart <a href="#">819.70</a> , without seeking a waiver from FPI, in accordance with 38 U.S.C. 8128, Small business concerns owned and controlled by veterans: Contracting priority	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
(4) <a href="#">Supplies from Ability One - (VA AbilityOne Procurement List for Supplies/Services)</a> ( <a href="#">FAR 8.002</a> ): However, VA COs shall, <b>prior to adding any new</b> VA requirements to the Procurement List, conduct market research, apply the <i>VA Rule of Two</i> to consider <a href="#">Vendor Information Pages (VIP)</a> verified service-disabled veteran-owned small businesses (SDVOSBs) and veteran-owned small businesses (VOSBs) as required in 38 U.S.C. 8127 and implemented in <a href="#">subpart 819.70</a> .	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
(5) <a href="#">Wholesale supply sources</a> such as stock programs of the GSA (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704 ( <a href="#">VA Subsistence Items</a> )), and military inventory control points.	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable

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<p>(6) <a href="#">Prime Vendor</a> and <a href="#">National Contracts/BPAs</a>: Reference <a href="#">CPL&amp;O Memo dated 23Aug16, Subj: Mandatory Use of Prime Vendor Distribution Contracts and National Contracts</a>: It is VHA's policy that any item(s) that is/are available in prime vendor formularies/catalogs, it is mandatory in VHA that any such item(s) will be "ordered"/acquired through the prime vendor. It is also VHA's policy that items available on national contracts/BPAs that are not available via prime vendor distribution networks will <b>be acquired by placing appropriate orders</b> against these national contracts. Such orders will only be placed by properly warranted COs or properly trained Ordering Officers appointed by the appropriate CO. <b>In cases where an Ordering Officer has been appointed, orders placed are not competitive contracting actions subject to the requirements of 38 U.S.C. 8127.</b> In cases where OO appointments are NOT available, the appropriate <b>CO must make a determination as to whether the Rule of Two applies</b> (see the <a href="#">Decision Tree Tool</a> to assist with the determination).</p>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
<b>Services (Mandatory IAW <a href="#">FAR 8.002</a>):</b>	<b>Results from Market Research:</b>
<p>(1) Services that are on the <a href="#">Procurement List</a> maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (see <a href="#">subpart 8.7</a>). <b>Note:</b> VA COs shall, <b>prior to adding any new VA</b> requirements to the Procurement List, conduct market research, apply the <i>VA Rule of Two</i> to consider <a href="#">VIP</a> verified SDVOSBs) and VOSBs as required in 38 U.S.C. 8127 and implemented in <a href="#">subpart 819.70</a>.</p>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
<p>(2) Unusual and compelling urgency. The contracting officer may use a source lower in priority than as specified in <a href="#">808.002-70</a> when the need for supplies or services is of an unusual and compelling urgency (see FAR <a href="#">Subpart 6.302-2</a> and FAR <a href="#">Subpart 8.405-6</a>).</p>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
<b>Use of Other Mandatory Sources (<a href="#">FAR 8.003</a>):</b>	<b>Results from Market Research:</b>
<p>Agencies shall satisfy requirements for the following supplies or services from or through specified sources, as applicable:</p> <ul style="list-style-type: none"> <li>(a) Public utility services (see <a href="#">part 41</a>).</li> <li>(b) Printing and related supplies (see <a href="#">subpart 8.8</a>).</li> <li>(c) Leased motor vehicles (see <a href="#">subpart 8.11</a>).</li> <li>(d) Strategic and critical materials (<i>e.g.</i>, metals and ores) from inventories exceeding Defense National Stockpile requirements (detailed information is available from the DLA Strategic Materials, 8725 John J. Kingman Rd., Suite 3229, Fort Belvoir, VA 22060-6223).</li> <li>(e) Helium (see <a href="#">subpart 8.5</a> -- Acquisition of Helium).</li> </ul>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable

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Mandatory Sources for VA Ref. 38 U.S.C. 8127 and 8128:	Results from Market Research:
<p>Search the Vendor Information Pages (VIP) database at <a href="https://www.vip.vetbiz.gov/">https://www.vip.vetbiz.gov/</a> and document their findings to ensure compliance with 38 U.S.C. 8127's "Rule of Two." <b>VA must set aside procurements for VOSBs when market research determines that two or more VOSBs are able to meet the procurement requirements at a fair and reasonable price that offers the best value to the United States.</b></p> <p><b>NOTE: A determination of price fair and reasonableness does not have to be done during market research phase BUT is required prior to contract award.</b></p> <p><b>NOTE:</b> In the paragraph above, "VOSBs" includes SDVOSBs. If market research reveals there are one SDVOSB and one VOSB, the action should be set aside for VOSB because a SDVOSB is also a VOSB.</p> <ul style="list-style-type: none"> <li>✓ Conduct Market Research by <a href="#">NAICS</a> in <a href="#">VIP</a></li> <li>✓ Verify Companies are VOSBs for <a href="#">Size Standard for NAICS</a> in the <a href="#">System for Award Management (SAM)</a> "Reps and Certs"</li> <li>✓ Verify in <a href="#">VIP</a></li> <li>✓ SDVOSB or VOSB set-aside is subject to the Limitations on Subcontracting clauses—<a href="#">VAAR 852.219-10</a>. Any SDVOSB or VOSB that proposes to furnish an end product it did not manufacture (a "nonmanufacturer") must meet the requirements in <a href="#">FAR 19.102(f)</a> to receive a benefit under the Veterans First Contracting Program.</li> </ul>	<p>Is there a reasonable expectation that <b>two or more verified SDVOSBs/VOSBs in VIP</b> is capable of providing the item will submit offers, and that the award can be made at a <b>fair and reasonable price</b> that offers the best value to the United States?</p> <p><input type="checkbox"/> <b>Yes</b>, action can be set-aside—two or more eligible SDVOSB/VOSBs can provide item(s) at reasonable price</p> <p><input type="checkbox"/> <b>No</b>, there are NOT two or more eligible VOSBs that can provide the items. COs should attach supporting documentation (excel spreadsheet with VIP search results or screen shots with search results) under (P02)</p>
<b>808.004-70 Use of Non-Mandatory Sources by VA.</b>	<b>Results from Market Research:</b>
<p>(1) IDIQ Contracts awarded by VISN, Region, or Local VA Contracting Officers for FSC Groups 65 and 66.</p> <p>✓ <i>If two or more verified SDVOSBs/VOSBs in VIP is on the VISN/Regional/Local IDIQ contracts, use competitive set-aside procedures</i></p>	<p><input type="checkbox"/> Available</p> <p><input type="checkbox"/> Not Available</p> <p><input type="checkbox"/> Not Applicable</p>
<p>(2) <u>GSA FSS and Pre-Existing Contracts, including Interagency and Intra-agency Contracts.</u></p> <p>✓ <i>If two or more verified SDVOSBs/VOSBs in VIP is on the GSA FSS/Pre-Existing Contracts including IAs, use competitive set-aside procedures</i></p>	<p><input type="checkbox"/> Available</p> <p><input type="checkbox"/> Not Available</p> <p><input type="checkbox"/> Not Applicable</p>
<p>(3) <u>Open Market Purchases, including Educational and Non-Profit Institutions.</u></p> <p>✓ <i>If two or more verified SDVOSBs/VOSBs in VIP is on the open market, including educational/non-profit contracts, use competitive set-aside procedures</i></p>	<p><input type="checkbox"/> Available</p> <p><input type="checkbox"/> Not Available</p> <p><input type="checkbox"/> Not Applicable</p>

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<p><b>(4) Eligible Beneficiaries:</b>  <u>1) A CO may authorize an acquisition from the Veterans Canteen Service or a commercial source when a VA healthcare official (e.g., social worker, physician) determines that personal selection of shoes, clothing, and incidentals will result in a therapeutic benefit to an eligible beneficiary.</u>  <u>2) The CO must cite FPI, Inc., clearance No. 1206 in the purchase document for any purchase of dress shoes from the Veterans Canteen Service or a commercial source similar to FPI, Inc., Style No. 86-A.</u></p>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
<p><b>(5) Three contracts for desktops and laptops have been established as mandatory:</b>            a. <a href="#">NASA Solutions for Enterprise-Wide Procurement (SEWP)</a>            b. <a href="#">GSA IT Schedule 70</a>            c. <a href="#">National Institutes of Health Information Technology Acquisition and Assessment Center Chief Information Officer – Commodities and Solutions (CIO-CS)</a>    <b>✓ If two or more verified SDVOSBs/VOSBs in VIP is on the SEWP, GSA IT Schedule 70 contracts or others in this category, use competitive set-aside procedures</b></p>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable
<p><b>Use of Other Sources (FAR 8.004)</b></p>	<p><b>Results from Market Research:</b></p>
<p>If an agency is unable to satisfy requirements for supplies and services from the mandatory sources listed in <a href="#">8.002</a> and <a href="#">8.003</a>, <b>agencies are encouraged</b> to consider satisfying requirements from or through the non-mandatory sources listed in paragraph (a) of this section (not listed in any order of priority) before considering the non-mandatory source listed in paragraph (b) of this section. When satisfying requirements from non-mandatory sources, see <a href="#">7.105(b)</a> and <a href="#">part 19</a> regarding consideration of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including 8(a) participants), and women-owned small business concerns (see VAAR <a href="#">819.7004</a>). VA COs must comply with <a href="#">PPM 2016-05 Implementation of the Veterans First Contracting Program as a Result of the U.S. Supreme Court Decision</a>.</p> <p>(a)(1) Supplies. Federal Supply Schedules, Governmentwide acquisition contracts, multi-agency contracts, and any other procurement instruments intended for use by multiple agencies, including blanket purchase agreements (BPAs) under Federal Supply Schedule contracts (e.g., Federal Strategic Sourcing Initiative (FSSI) agreements accessible at <a href="http://www.gsa.gov/fssi">http://www.gsa.gov/fssi</a> (see also <a href="#">5.601</a>)).</p> <p>(2) Services. Agencies are encouraged to consider Federal Prison Industries, Inc., as well as the sources listed in paragraph (a)(1) of this section (see <a href="#">subpart 8.6</a>).</p> <p>(b) Commercial sources (including educational and non-profit institutions) in the open market.</p> <p><b>✓ If two or more verified SDVOSBs/VOSBs in VIP is on any of the categories above, use competitive set-aside procedures</b></p>	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Not Applicable

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- a. **Companies/organizations contacted as part of your market research (including names, titles, and contact information):**
- a. **Technique(s) used to conduct market research (e.g., review of product catalogs, database queries, NASA SEWP Manufacturer Look-Up):**
- b. **Additional information obtained from market research including (as applicable):**
  - (i) **Test Data**-Data to validate suppliers' claims regarding product performance:
  - (ii) **Business Practices**-Business practices include information on factors affecting **how products are sold or distributed** in the market:
  - (iii) **References and validation data**-In order to verify the information provided by potential sources, contact references to verify the information submitted by the supplier and to obtain other users' views on how the item performs or on the quality of the service provided:
- c. **Conclusions based on market research information obtained.**

## **Customary Commercial Terms and Conditions:**

Per [FAR 10.002](#), market research is conducted to determine if commercial items or nondevelopmental items are available to meet the Government's needs or could be modified to meet the Government's needs.

### **Information specific to the item being acquired, including but not limited to:**

- a. **Whether the Government's needs can be met by –**
- b. **Customary practices regarding customizing, modifying or tailoring of items to meet customer needs and associated costs:**
- c. **Customary practices, including warranty, buyer financing, discounts, contract type considering the nature and risk associated with the requirement, etc., under which commercial sales of the products are made:**
- d. **The requirements of any laws and regulations unique to the item being acquired:**
- e. **The availability of items that contain recovered materials and items that are energy efficient:**
- f. **Results from [VIP](#)--are there two or more verified SDVOSB/VOSBs that are able to meet the procurement requirements?**

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**4. Identify individual(s), who completed the Market Research Worksheet:**

Name:

Phone:

Title:

E-Mail:

Office:

a. Date(s) market research conducted:

b. Date Worksheet Completed: