



Department of Veteran Affairs  
Northern California Health Care System  
150 Muir Road, Bldg.: AB7, Rm. AB701  
Martinez, CA 94553-4668

**Date:** September 17, 2018

**Subj:** Memorandum for Record – Urgent Acquisition - Combined Documentation

Award:	36C26118P2832
Purchase Request/2237 Number:	662-18-4-6040-0058
Description of Requirement:	SF MEDICAL CENTER SHUTTLE SERVICES (EMERGENCY)
Period of Performance:	8/20/2018 – 10/31/20108
Estimated Value:	\$247,350.00
Product Service Code (PSC) - Federal Supply Codes (FSC):	V222
NAICS Code:	485210
Size Standard for NAICS:	\$15 Million

- 1. Documentary Note:** This document is to provide the supporting documentation (P02 Market Research Report, P05 VA2268 Small Business Report, P03 Urgent and Compelling Justification and Miscellaneous Determinations, S19 Fair and Reasonableness and S20 Responsibility Determinations) for this Urgent and Compelling Acquisition. It will be uploaded and indexed for their respective briefcase records in eCMS.
- 2. Description of Requirement:** Emergency procurement for the VA employee and patient shuttle services for the San Francisco VA Medical Center.
- 3. P02 Market Research and Acquisition History:** Due to the urgent nature of this requirement market research was limited to determining responsibility for current and previous sub-contractors to assume full responsibility for contract requirements. Initially subcontractor Bauers IT (current sub-contractor) was considered to assume contract responsibilities however Bauers IT did not have a current SAM registration, therefore MyGoRide Inc. (previous subcontractor) was reviewed and found to have a current SAM registration, able to immediately assume full responsibilities for services under previous contract. The previous contract was for Base plus four Option Years in the amount of \$6,720,000.00.
- 4. P03 - Circumstances and Support for Urgent and Compelling Requirement:**

The current contractor for the SF VA Medical Center Shuttle service notified the VA on Friday 8/17/2018 of it's intention to cease services on 8/19/2018 due to business insolvency and was shutting down. The SF VA Medical Center Shuttle service is vital to the Hospital Operations and Patient Care as many employees rely on this shuttle and would require an adjustment period to find alternative means for transportation. Likewise, the SF Medical Center patients do not have alternative means of travel to the Medical Center for their appointments. An immediate replacement vendor was required so as not to disrupt Hospital Operations or Patient Care.

5. **P05 - VA2268 Small Business Report:** MyGoRide is a Small Business. Due to the urgent nature of this requirement no additional searches were conducted.

6. **S19 - Price Reasonableness Determination:**



7. **S20 Contractor Responsibility Determination (SAM Status):**

MYGORIDE, INC., DUNS: 081108374, Expiration Date: 03/02/2019

8. **Contracting Officer's Signature:**

**Contracting Officer:**

Name: Jason T. Hill

Signature

A handwritten signature in red ink, appearing to be "JTH", written over a black rectangular redaction box.

Date: \_\_\_\_\_