

Attachment 1: Request for SDVOSB/VOSB Sole Source Justification Format >SAT

**DEPARTMENT OF VETERANS AFFAIRS**

**Justification and Approval (J&A)  
For  
Other Than Full and Open Competition (>SAT)**

**Acquisition Plan Action ID: Requirements Quality Review & Management**

1. **Contracting Activity:** Department of Veterans Affairs, Program Contract Activity Central, 6150 Oak Tree Blvd, Suite 300, Independence OH 44131

Organizational Activity: Department of Veterans Affairs, Office of Health Informatics

Purchase Request number: [REDACTED]

**Nature and/or Description of the Action Being Approved:** The Contractor shall provide professional business analysis services. Where appropriate, all services shall meet and/or conform to best business and industry practices, e.g. Capability Maturity Model Implementation (CMMI), IT Infrastructure Library (ITIL), Project Management Institute's (PMI™) Project Management Body of Knowledge (PMBOK), International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK) Guide in order to strengthen and improve OIG's ability to deliver quality health information end-user business requirements for clinicians and other health care providers.

Name of Proposed Contractor: Gritter Francona, Inc. (Is an SDVOSB contractor)  
Street Address: 7361 Calhoun Place, STE 450  
City, State, Zip: Rockville, MD 20855

2. **Description of Supplies/Services Required to Meet the Agency's Needs:**

The estimated value of this sole source contract is [REDACTED] which includes a 12 month base period [REDACTED]

The contractor shall provide professional business analysis services.

3. **Statutory Authority Permitting Other than Full and Open Competition:**

41 USC §3304(a)(5), 38 U.S. Code § 8127(c), as implemented by FAR 6.302-5 (Authorized or Required by Statute). COs may use the non-competitive (sole source) procedures authorized in VAAR 819.7007 or 819.7008 up to \$5,000,000. Check the specific VAAR clause used below:

(X) 819.7007 Sole source awards to a verified service-disabled veteran-owned small business; or  
( ) 819.7008 Sole source awards to a verified veteran-owned small business

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

The authority allows sole source awards to SDVOSB/VOSB based on 38 U.S.C. 8127(c) and that the SDVOSB/VOSB concern has been verified in Vendor Information Pages (VIP) Additionally, Gritter Francona, Inc meets the business eligibility requirements in 819.7003.

**5. Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable, including whether a notice was or will be publicized as required by subpart 5.2 and, if not, which exception under 5.202 applies:**

Market research was conducted as a request for information (RFI) #36C77619Q0173 was published in FedBizOpps.gov (www.FBO.gov) for the period of July 16<sup>th</sup> – July 25<sup>th</sup>, 2019. When the RFI closed, the government received seven (7) total responses with five (5) responses from SDVOSB firms. After reviewing the capability statements, the Contracting Officer felt it would be most advantageous to the government to make a sole source award to Gritter Francona, Inc. in accordance with 38 USC 8127 as they demonstrated the best approach and understanding in performing this work and meeting the requirements.

In accordance with the Veterans First Contracting Program, Gritter Francona, Inc, LLC is registered and certified and qualifies as a SDVOSB in accordance with the Federal small business size standard for the applicable North American Industry Classification System Code, 541611 for this sole source acquisition.

Lastly, an award notice will be posted to FBO upon award of this contract notifying the market.

**6. Determination by the CO that the Anticipated Cost to the Government will be Fair and Reasonable:**

The contracting officer will perform the required analysis to ensure that the price is fair and reasonable in accordance with the IGCE. The price analysis will be based on historical pricing and comparable pricing for similar services.

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

See answer to item number 5.

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

None

VHAPM Part 819.7007/7008 Sole Source Awards to a Verified Service-Disabled Veteran-owned Small Business/Veteran-owned Small Business

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

Forward Federal Systems, LLC  
OneSpring  
Sigma  
STOPSO  
SAVVEE  
Oxford  
Gritter Francona, Inc.

10. **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:**

Sufficient market research has been conducted for this current procurement to make a direct award to Gritter Francona, Inc. Market research will be conducted upon award of a new contract once this contract is set to expire.

11. **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.

   
Date: 2019.09.04 07:59:00 -07'00'

SIGNATURE

DATE

  
NAME

Program Analyst  
TITLE



776  
FACILITY

VHAPM Part 819.7007/7008 Sole Source Awards to a Verified Service-Disabled Veteran-owned Small Business/Veteran-owned Small Business

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**12. APPROVALS IN ACCORDANCE WITH THE VHAPM Part 806.3 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.

  
09:14:57 -04'00'  
  
CONTRACTING OFFICER  
PROGRAM CONTRACTING ACTIVITY CENTRAL (PCAC)

\_\_\_\_\_  
Date


- b. **Director of Contracting:** I certify the justification meets requirements for other than full and open competition.

  
  
DIRECTOR OF CONTRACTING  
PROGRAM CONTRACTING ACTIVITY (PCAC)

  
Date: 2019.09.04 11:18:27 -04'00'

\_\_\_\_\_  
Date

- c. **Head of Contracting Activity (HCA):** I certify the justification meets requirements for other than full and open competition.

  
Date: 2019.09.06 12:15:29  
-05'00'  
  
EXECUTIVE DIRECTOR  
REGIONAL PROCUREMENT OFFICE CENTRAL

09/06/2019

\_\_\_\_\_  
Date