

Attachment A: Request for Limited Sources Memo Format

**LIMITED SOURCES JUSTIFICATION**  
**ORDER >\$3,000**  
**FAR PART 8.405-6 (a) (B) & (b) (2)**

**2237 Transaction # or Vista Equipment Transaction #: 646-13-2-5167-0013**

This acquisition is conducted under the authority of the Multiple Award Schedule Program. The material or service listed in par. 3 below is sole source, therefore, consideration of the number of contractors required by FAR Subpart 8.4 – Federal Supply Schedules, is precluded for the reasons indicated below.

**Restricted to the following source:** Provide original manufacturer's name for material or contractor's name for service. (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer/Contractor: Contractor – Haworth, Inc.

Manufacturer/Contractor POC & phone number: Phil Todd - 616-393-1069

Mfgr/Contractor Address: One Haworth Center, MC 2C-1, Holland, MI 49423

Dealer/Rep address/phone number: Burke and Michael – Val Sowa - 412-321-2301 Ext. 20

The requested material or service represents the minimum requirements of the Government.

**(1) AGENCY AND CONTRACTING ACTIVITY:**

Department of Veterans Affairs

VA Pittsburgh Healthcare System

1010 Delafield Road

Pittsburgh, PA 15215

VISN: 4

**(2) NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:**

Limited Source Justification (Brand Name Only and Only One Responsible Source Sole Source Award) I.A.W. FAR 8.405-6 (a) (B) and (b) (2)

**(3) (a) A DESCRIPTION OF THE SUPPLIES OR SERVICES REQUIRED TO MEET THE AGENCY'S NEED:**

Furnish and Install Haworth, Inc. UniGroup Too Stations (Systems Furniture), at the VA Pittsburgh Healthcare System, in Pittsburgh, PA. Product consists of modular components made up with structural panels, with power/data, overhead storage, worksurfaces, appropriate supports, connectors, and undersurface storage.

**(b) ESTIMATED TOTAL DOLLAR VALUE: \$69,742.35**

**(c) REQUIRED DELIVERY AND INSTALLATION DATE: 10 Weeks after receipt of Order.**

**(4) IDENTIFICATION OF THE JUSTIFICATION RATIONALE (SEE FAR 8.405-6), AND IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE. (CHECK ALL THAT APPLY AND COMPLETE)**

Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.

It is essential to the VA Pittsburgh Healthcare System (VAPHS), to purchase the above described Haworth, Inc. Systems Furniture Items, since VAPHS is in need of Systems Furniture with the following features that are available in this Haworth's Systems Furniture, and not available in any other company's similar product: (See emails from VA Interior Designer Kyra Tucker and Haworth, Inc. representative Phil Todd, under DPO3 in the Purchase Request Action Briefcase, in the eCMS Contract File)

- **Simple planning, installation and reconfiguration: unitized panels and universal connections minimize complexity reducing the total costs associated with managing modular furniture.**
- **Universal connector can accommodate 90, 120 and 180 degree configurations.**
- **Panel partition thickness of 2" and available in heights ranging from 32" to 80".**
- **Monocoque construction technique for strength and durability.**

In addition, it is essential to VAPHS, that it purchase the above described Haworth, Inc. Systems Furniture Items, since the Furniture being purchased has to be able to fit with VAPHS existing Haworth Systems Furniture, and which the Haworth Systems Furniture being purchased will fit with, and since no other manufacturer's Systems furniture, will fit together with VAPHS existing Haworth Systems furniture. ((See emails from VA Interior Designer Kyra Tucker and Burke and Michael representative Val Sowa, under DPO3 in the Purchase Request Action Briefcase, of the eCMS Contract File)

In addition, it is essential to purchase the items from Haworth, Inc., since Phil Todd of Haworth Inc, has indicated that no other GSA Contractor could offer a lower price than their price, and since Haworth, Inc, would require the other GSA Contractors to use their authorized dealer/installer for the Pittsburgh, PA area (Burke and Michael), to perform the delivery and installation services, which the Contracting Officer has learned, the other GSA Contractors cannot do, since Val Sowa of Burke and Michael has informed the Contracting Officer, that Burke and Michael, would not perform delivery and installation services in Pittsburgh, for another GSA Contractor, since they have already quoted on behalf of Haworth, Inc.. (See email from Phil Todd of Haworth, inc. under DPO3 of the Purchase Request Action in the eCMS Contract File). Therefore, since no other GSA Contractor would be able to utilize Burke and Michael to perform the delivery and installation services, for the above mentioned reasons, and since VAPHS (the Government's) minimum need is to have a Turnkey Furnish and Install job, the Contracting Officer has concluded that Haworth, Inc. is the only responsible and sole source for this Furnish and Install requirement/GSA Delivery Order Contract.

A patent, copyright or proprietary data limits competition. The proprietary data is:

---

---

---

---

---

---

---

These are "direct replacements" parts/components for existing equipment.

---

---

The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed/performing. Describe the equipment/function you have now and how the new item/service must coordinate, connect, or interface with the existing system.

In addition, it is essential to VAPHS, that it purchase the above described Haworth, Inc. Systems Furniture Items, since the Furniture being purchased has to be able to fit with VAPHS existing Haworth Systems Furniture, and which the Haworth Systems Furniture being purchased will fit with, and since no other manufacturer's Systems furniture, will fit together with VAPHS existing Haworth Systems furniture

---

The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures.

---

---

---

An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

---

---

---

---

**(5) DESCRIBE WHY YOU BELIEVE THE ORDER REPRESENTS THE BEST VALUE CONSISTENT WITH FAR 8.4 TO AID THE CONTRACTING OFFICER IN MAKING THIS BEST VALUE DETERMINATION:**

Per FAR 8.8.404 (d), placing an Order against a schedule contract using the procedures at FAR 8.405, the ordering office has concluded that the Order represents the best value, and results in the lowest overall cost alternative to meet the Government's needs, and VAPHS Contracting is using procedures at FAR 8.405. In addition, Haworth, Inc. has indicated that no other GSA Contractor they authorize to sell the Systems Furniture being purchased, could offer a lower GSA price.

---

**(6) DESCRIBE THE MARKET RESEARCH CONDUCTED AMONG SCHEDULE HOLDERS AND THE RESULTS OR A STATEMENT OF THE REASON MARKET RESEARCH WAS NOT CONDUCTED:**

The items are sold to the Government off the GSA FSS, and in the commercial market for nongovernmental use, and therefore considered to be a Commercial Item.

In addition, a Notice of Intent to Sole Source will be posted to Fedbizopps for 3-5 days, to ascertain whether any of the other GSA Contractor resellers for Haworth, Inc., can offer a lower price and provide the delivery and installation services, utilizing Haworth, Inc.'s authorized delayer for Pittsburgh (Burke and Michael).

**(7) ANY OTHER FACTS SUPPORTING THE JUSTIFICATION:**

**(8) A STATEMENT OF THE ACTIONS, IF ANY, THE AGENCY MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS THAT LED TO THE RESTRICTED CONSIDERATION BEFORE ANY SUBSEQUENT ACQUISITION FOR THE SUPPLIES OR SERVICES IS MADE:**

N/A

**(9) 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. I understand that processing of this limited sources justification restricts consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4. *(This signature is the requestor's supervisor, fund control point official, chief of service or someone with responsibility and accountability.)*



2/13/13

SIGNATURE

DATE

Kyra Tucker

Interior Designer

NAME

TITLE

SERVICE LINE/SECTION

VAPHS University Drive

FACILITY

**(10) APPROVALS IN ACCORDANCE WITH FAR 8.405-6(h):**

a. **CONTRACTING OFFICER'S CERTIFICATION (required):** I certify that the foregoing justification is accurate and

complete to the best of my knowledge and belief.

Ronald Mazzei  
CONTRACTING OFFICER'S SIGNATURE

2/13/13  
DATE

Ronald Mazzei  
NAME AND TITLE

HJ Heinz  
FACILITY

HIGHER LEVEL APPROVAL (For orders over \$500,000):  REQUIRED  NOT REQUIRED

b. QA 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/PCM if the Contracting Officer and Contracting Supervisor is the same individual.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND TITLE

c. NCM/DESIGNEE: I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

Michael J. Land BYDIR  
SIGNATURE

2/13/2013  
DATE

Michael J Land BYDIR  
NAME  
VISN X NCM