

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 04, Education Service (12E), James E. Van Zandt VA Medical Center, 2907 Pleasant Valley Blvd, Altoona, PA., 16602 submits this Justification for Other Than Full and Open Competition regarding the purchase of training using Sword & Shield Enterprise Security for the Fee Basis Claims System (FBCS) software, 2237# 503-13-3-4078-0064
2. **Nature and/or Description of the Action Being Processed:** This is a new request to come into compliance with an existing software system to support the consolidated Fee Basis scanning/indexing. We need this training of the FBCS software to become fully compliant with the exception of the one component of scanning and indexing Non-VA Medical paper documents into the FBCS system. In order to be fully compliant with the VISN mandate to support the consolidated unauthorized claims unit in Clarksburg and the National Non VA Purchased Care office this onsite training is needed to implement as soon as possible.
3. **Description of Supplies/Services Required to Meet the Agency's Needs:** We requesting that SEWP provide a two day onsite training to Health Information Management Medical Records Technicians in the Annex at the James E Van Zandt VA Medical Center. The entire system will need to be configured to support FBCS and interface with our Computerized Patient Record System (CPRS). All accesses, permissions, keys and administrative rights will need to be assigned. We are asking for a complete training session from start up to the finish product.
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;
5. **Demonstration that the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above (applicability of authority):** The medical center is currently using this software with the exception of this one module, FBCS. We were not mandated at the time to use this module because it was determined to be counterproductive to an already established best practice for the scanning/indexing of Non-VA medical record documents. The Office of Inspector General (OIG), SOARS and Joint Commission have recognized our process as best practice. The reason we are being mandated to use this module now is because the VISN has consolidated the unauthorized claims unit in Clarksburg and the National Non VA Purchased Care office. The other nine out of 10 hospitals in VISN 4 are using this module of FBCS. We are being mandated to replicate our system to be consistent with the other 9 hospitals. To be fully compliant with the VISN mandate this onsite training is needed to address all aspects of IT set-up. All accesses, permissions, keys and administrative rights will need to be assigned. This is the only company that can provide the specific training due to the fact we are already using other components of the software.

6. **Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:** A query was done in FedBizOPPS and internet search engines were utilized, no results were found.
7. **Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:** Review of past procurements for training documents the price as being fair and reasonable.
8. **Description of the Market Research Conducted and the Results, or a Statement of the Reasons Market Research Was Not Conducted:** The medical center is currently using this software with the exception of this one module, FBCS. This is proprietary software that not one other than the current company can provide this training. RFQ was placed on NASA SEWP and no quotes were received.
9. **Any Other Facts Supporting the Use of Other than Full and Open Competition:** The medical center is currently using the FBCS system and we now need to activate another module of the current software.
10. **Listing of Sources that Expressed, in Writing, an Interest in the Acquisition:** None
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:** This is a onetime request. No future actions are planned as this will complete the system to be used. It will then become an internal mechanism to train other staff.
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.

____e/s Therese Blocher RHIA Chief HIMS_____

Name
Title
Facility

Date 5/6/2013

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.



Name
Title
Facility

5/14/13

Date

- b. **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
Title
Facility

Date

- c. **NCM:** I certify the justification meets requirements for other than full and open competition.

Name
Network Contract Manager
VISN X

Date

- d. **SAO East:** I certify the justification meets requirements for other than full and open competition.

Jeffrey R. Ryan
Director
Service Area Office, East

Date

- e. **VHA HCA's Review and Approval:** I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and recommend approval (over \$50 million), approve (up to \$ 50 million) for other than full and open competition.

Joseph A. Williams, Jr. RN, BSN, MPM
Head of Contracting Activity (HCA)
Veterans Health Administration

Date

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

Memorandum 2011-003
December 28, 2010

- f. **VHA Senior Procurement Executive Approval (over \$50 million)**: I have reviewed the foregoing justification and find it to be complete and accurate to the best of my knowledge and belief and approve for other than full and open competition.

Jan R. Frye
Deputy Assistant Secretary
Office of Acquisition and Logistics
Senior Procurement Executive (SPE)
Department of Veterans Affairs

Date