

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 4, *James E. Van Zandt* VA Medical Center – Station 503 “*Justification for Other Than Full and Open Competition.*” Purchase Request Number 503-13-1-5068-0169 –Roam Alert Keypads (4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors)
2. **Nature and/or Description of the Action Being Processed:**  
The medical center has a Roam Alert system installed on the patient floors 4-6 to prevent elopement risk patients from “wondering” off the floors. These patients wear wrist bands that lock the elevators and egress doors when the bands come within range. Recent events at the hospital (disruptive behavior patients) and in the community (active shooters) have raised concern with access to the floors during an emergency. A risk assessment was performed by medical center staff with the determination being made to install keypads (to bypass doors) on the exterior of the stairwell egress doors on the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors.
3. **Description of Supplies/Services Required to Meet the Agency’s Needs:**  
The following details the required work to be completed:
  - Provide all materials, equipment, and labor to install eight (8) roam alert keypads to connect to the existing system, program, test and verify system functions.
  - Keypads shall be placed outside each exit door on the 4<sup>th</sup> Floor (3 exits), 5<sup>th</sup> Floor (3 exits) and 6<sup>th</sup> Floor (2 exits).
  - Keypads shall connect to the existing roam alert system and allow bypass of the system (via punching in programmable code) to gain access to the floors in the event they are locked down.
  - Metal conduit shall be used for all wire installations including within walls (no surface mounting of conduit).
  - Penetrations of fire or smoke walls should be finished back to existing finish and rating.
4. **Statutory Authority Permitting Other than Full and Open Competition:**
  - ( ) (1) Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements per FAR 6.302-1;
  - (X) (2) Unusual and Compelling Urgency per FAR 6.302-2;
  - ( ) (3) Industrial Mobilization, Engineering, Developmental or Research Capability or Expert Services per FAR 6.302-3;
  - ( ) (4) International Agreement per FAR 6.302-4

- ( ) (5) Authorized or Required by Statute FAR 6.302-5;
- ( ) (6) National Security per FAR 6.302-6;
- ( ) (7) Public Interest per FAR 6.302-7;

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

There is an urgent and compelling need to have this system installed immediately. We recently had a Code Green (disruptive patient) at the entrance to CLC. Upon police and code team arrival nobody was able to access the floor because the door was locked by a patient with a wrist band.

The existing room alert system, including server installed in 2010, was installed and is maintained by Intelligent Electronic Systems (600 Bursca Drive Suite 605 Bridgeville, PA 15017). In the event that this contract was awarded to a separate contractor and the work interfered with the existing system we would then be obligated to have IES repair the system. To maintain an overall functional system and ownership of the system it must be awarded to IES.

**6. Description of Efforts Made to ensure that offers are solicited from as many potential sources as deemed practicable:**

Due to the Urgent and Compelling need and the need to maintain system functionality this contract shall be sole sourced to IES. Were this a new system the contract could be sent out for open market.

**7. Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable:**

The government has provided an independent estimate that will be used to compare the contractors actual price with.

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

Two contractors are known, however due to the urgent and compelling nature and as described in question 5 IES shall be used.

**9. Any Other Facts Supporting the Use of Other than Full and Open Competition: N/A**

**10. Listing of Sources that Expressed, in Writing, an Interest in the Acquisition: N/A**

**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: N/A Urgent and Compelling**

**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.**

/ES/ JERRY L. WILSON  
Name: Jerry Wilson  
Title: General Engineer  
Facility: VISN 4 VAMC Altoona, PA

01/11/2013

Date

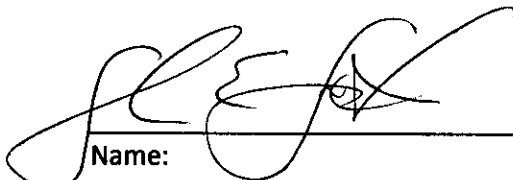
**12. Approvals in accordance with FAR 6.304**

- 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: VISN 4 VAMC Altoona, PA

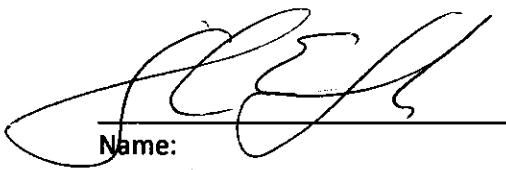
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Date

**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: Supervisory Contract Specialist  
Facility: VISN 4 VAMC Altoona, PA

14 JAN 13  
Date

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

  
\_\_\_\_\_  
Name:  
Title: Network Contract Manager  
Facility: VISN 4 VAMC Altoona, PA

14 JAN 13  
Date

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

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

**Memorandum 2011-003  
December 28, 2010**

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**Jeffrey R. Ryan  
Director  
Service Area Office, East**

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**Date**