

**U.S. ENVIRONMENTAL PROTECTION AGENCY
LIMITED SOURCES JUSTIFICATION AND APPROVAL**

I. Contracting Activity

Fully identify the contracting activity responsible for the proposed contracting action. Include the name/phone number of the Contracting Officer. Specifically identify as a "Limited Sources" Justification. Identify purchase request number, if applicable.

Contracting Activity: OAM/HPOD
 Purchase Request/Local Identification Number: PR-OEI-12-00249
 Program Name (and Program Element, if applicable): OEI/OTOP/EDSD
 Estimated Cost/Price of the Action (including options): \$ 852,941.04
 Authority: Multiple Award Schedule Program, FAR 8.405-6 and Type J&A: 8.405-6 (a) (2)
 (Class or Individual)

I certify that the data supporting the recommended use of other than full and open competition for the acquisition of these information technology resources is complete and accurate.

Contracting Officer:	<u>Sandra Caesar</u> (Name)	<u>OAM/HPOD</u> (Office Symbol)	<u>1/3/12</u> Date Signed
Program Manager:	<u>[Signature]</u> (Name)	<u>OEI/OTOP/EDS SD/CCBMB</u> (Office Symbol)	<u>[Signature]</u> Date Signed
Local Legal Reviewer:	<u>[Signature]</u> (Name)	<u>OBC</u> (Office Symbol)	<u>1/5/12</u> Date Signed
Chief of the Contracting Office:	<u>[Signature]</u> (Name)	<u>[Blank]</u> (Office Symbol)	<u>[Blank]</u> Date Signed
Competition Advocate:	<u>Kusan Mordini</u> (Name)	<u>OAM/EO</u> (Office Symbol)	<u>1/9/12</u> Date Signed
Senior Center Contracting Official:	<u>[Signature]</u> (Name)	<u>[Blank]</u> (Office Symbol)	<u>1/4/12</u> Date Signed

**(If order is above Competition Advocate approval threshold, insert title of appropriate approval authority.)*

II. Nature and/or Description of the Action Being Processed

State whether the action is a new order or by modification to an existing order. Identify the GSA schedule number, the Blanket Purchase Agreement (BPA) number, the order number for the current action, and the Contactor(s). Indicate the Period of Performance (PoP). Also identify the type of the order/line items on the order (e.g. Firm Fixed Price, Labor Hour, etc).

This is a Limited Sole Source Justification to continue with IMMIX Technology, Inc. for the Domino Quickr IBM Software renewal and support which is an addition to the current contract. IBM is the manufacturer of Lotus Notes and IMMIX is the current supporting vendor for EPA's Lotus Notes and Domino software and service.

The period of performance for the software renewal and support is for 1 year from the date of the award.

III. Description of the Supplies/Services Required To Meet the Agency's Needs

Specifically describe the supplies and/or services to be acquired including the price and quantity of each item in the order and state the total estimated value of the order. For services, state whether the services are performance-based, and if not, provide rationale for not being performance based. Also state the delivery/performance schedule/period for the items under the order.

The decision to continue with IMMIX Technology, Inc. is necessary to provide the following:

- to maintain continuity of service across the Agency's email infrastructure**
- Domino for Quickr is integrated with Lotus Notes and cannot be separated as a stand-alone service**
- Provide a single point of contact with one vendor providing full support for email and collaborative integration**
- Vendor currently in place is knowledgeable of the requirements set forth by EPA to continue providing quality service and support**

IV. Identification of the Justification/Rationale for Limiting Sources and Demonstration of the Contractor's Unique Qualifications to Provide the Required Supply/Service

This section is normally the most detailed part of the justification. To assist you in preparing this justification, an introductory sentence and the four circumstances of FAR 8.405-6 that justify restricting the number of schedule holders, are provided below. Select the appropriate cite, then provide, in narrative form, a detailed explanation supporting the specific circumstance cited for limiting the number of schedule holders.

(Introductory sentence): FAR 8.405-6 requires an ordering activity to justify its actions when restricting consideration of schedule contractors to fewer than required in FAR 8.405-1 or 8.405-. The specific circumstance that justifies restriction for this acquisition is FAR 8.405-6 (b) () (Insert (1), (2), (3), or FAR 8.405-6(a) (2), as applicable).

After selecting the appropriate cite, next select one of the four sentences below and provide a detailed explanation supporting the specific circumstance cited.

FAR 8.405-6 (b) (1), "Only one source is capable of responding due to the unique or specialized nature of the work". *(Provide a detailed justification with supporting documentation, as evidence of the "unique or highly specialized" nature of the procurement. The user/customer typically provides this supporting information. Recommend attaching supporting documentation to the back of the document. General statements are not acceptable)*

FAR 8.405-6 (b)(2), "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 was not issued under sole source or limited source procedures. *(Provide details on the previously competed order and explain how this order is a logical follow-on to that order. Explain fully the connection between the previous work/order and the current one. The user/customer typically provides this supporting information. General statements are not acceptable)*

FAR 8.405-6 (b)(3), "An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays" *(Provide a detailed justification with supporting documentation that explains the exact urgency of the requirement and the schedule impact if time were to be taken to follow FSS ordering procedures. The user/customer typically provides this supporting information. Recommend attaching supporting documentation to the back of the document. General statements of urgency are not acceptable)*

FAR 8.405-6 (a) (2), "The item is peculiar to one manufacturer. A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer". *(Brand name specifications should not be used unless the particular brand name, product or feature is essential to the Government's requirements. Therefore, explain why the particular brand item is essential to the Government's requirements, and why other companies' similar items, or products lacking the particular feature, do not meet, or cannot meet, or cannot be modified to meet, the agency's need. The user/customer typically provides this supporting information. General statements are not acceptable)*

IBM Lotus Notes is the Agency standard email application. IMMIX Technology, Inc. is the current vendor supporting the service. As such, OTOP renews software and maintenance annually Maintaining all support for the IBM product under one vendor provides the following advantages:

- Ensures Agency email architectural stability bundled into one services support package
- Consistent performance of mission critical email service
- Continued support for the integration of email and all collaboration software that is a part of Lotus Notes, that ensures the stability of the software functionality
- Consistent end-user experience for 24,000 Agency email customers

V. Determination by the Ordering Activity Contracting Officer that the Order Represents the Best Value Consistent with FAR 8.404(d)

This section needs to be tailored based upon whether the order is for supplies/services not requiring a statement of work (FAR 8.405-1) or if the order is for services requiring a statement of work (FAR 8.405-2).

For FAR 8.405-1 orders the best value determination needs to be based upon the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! On-line shopping service or by reviewing the catalogs or pricelists of at least three schedule contractors. The ordering Contracting Officer's review of the Contractor's pricelist(s) and any price reductions sought is also required. (Contracting Officer should seek additional price discounts/concessions based on the specific order requirements on all orders over the micro-purchase threshold). In addition to price, when determining best value, the ordering activity may consider, among other factors, past performance, special features of the supply or service required for effective program performance, trade-in considerations, probable life of the item selected as compared with that of a comparable item, warranty considerations, maintenance availability, environmental and energy efficiency considerations, and delivery terms.

*When an order contains brand name specifications, the Contracting Officer shall post the Request for Quote (RFQ) along with the basis of the justification as required by FAR 8.405-6 (post ONLY the basis of the justification, do **NOT** post the actual Justification and Approval document).*

For FAR 8.405-2 orders for services requiring a statement of work, FAR 8.405-2(d) requires that a price evaluation be performed. Therefore, the justification must address how the FAR 8.404(d) requirement for an evaluation of the proposed level of effort and mix of labor will be conducted and include a statement that the Contracting Officer will perform a price reasonableness determination as part of the best value determination.

Based on the Contracting Officer review this additional service is fair and reasonable in comparison to previous subscription purchases.

VI. Description of the Market Research Conducted Among Schedule Holders and the Results Or a Statement of the Reason Market Research Was Not Conducted

Discuss market research that was conducted among schedule holders and the market research results that led to the conclusion to go sole source or to limit the number of schedule holders to be solicited. The narrative in this section should provide a high level of confidence that the requirements of 8.405-1 or 8.405-2. If no market research was conducted, state so and provide the rationale.

The original order was competed under the NASA SEWP IV Contract. There were 3 quotes received and the current vendor was awarded the contract to provide the best value and support to the Agency.

VII. Other Facts Supporting the Justification

When FAR 8.405-6(b)(2) is cited for an follow-on acquisition as the basis for the justification, include an estimate of the cost that would be duplicated and the basis and derivation of the estimate, or provide details on why a delay to solicit additional schedule holders would be unacceptable.

Provide any other facts supporting the Limited Sources Justification.

Justification for this follow-on acquisition is based upon the current competitive order that is now in place to support the Agency Email Infrastructure. An addition is being made to the current order to add in a software piece to support Quickr for Domino under the determination that it is now a requirement to fully support the Quickr environment across the Agency.

VIII. Actions 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

Describe all efforts to be taken to remove or overcome any barriers that preclude the agency from meeting the requirements of FAR 8.405-1, FAR 8.405-2 before any subsequent acquisition for the supplies or services is made. If no actions are planned, so state and provide reasons.

N/A. As long as the current vendor is supporting the IBM Lotus Notes software, email collaboration suite for the agency, support and service will be needed from a single source - IMMIX Technology, Inc.

IX. Contracting Officer's Certification

The contracting officer's signature on the signature page evidences that he/she has determined this document to be both accurate and complete to the best of his/her knowledge and belief.

Pandra Caesar 1/3/12

X. Technical/Requirements Personnel's Certification

As evidenced by their signatures on the signature page, the technical and/or requirements personnel have certified that any supporting data contained herein which is their responsibility is both accurate and complete.

Harriet Allen, Acting Email Service Delivery Manager

202-564-8872

Harriet Allen 1/3/2012