DEPARTMENT OF WAR
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

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HQ003426FE315

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (JOFOC) UNDER FEDERAL ACQUISITION REGULATION FAR RFO SUBPART 6.103-1

1. **AGENCY AND CONTRACTING ACTIVITY:** The Contracting Activity is the Department of Defense (DoD), Washington Headquarters Services (WHS), Acquisition Directorate (AD), Enterprise Security Services Directorate (ESSD). The Requiring Agency is the Defense Civilian Personnel Advisory Service (DCPAS).

2. **DESCRIPTION OF ACTION:** This action seeks approval to issue a sole source direct award contract to Magellan Federal, Inc., in support of the Office of Defense Civilian Personnel Advisory Service (DCPAS). This action will consist of Firm-Fixed Price (FFP) and Time and Material (T&M) contract line-item numbers (CLINs), under NAICS Code 624190 – Other Individual and Family Services, with a Small Business Size Standard of $16,000,000, and PSC: Q201 – Medical – Health Care, utilizing Fiscal Year (FY) 2026 funding with a total value of $3,727,187.67.

3. **DESCRIPTION OF SUPPLIES/SERVICES:** The DCPAS requires a six-month (6 month) follow-on bridge contract for Employee Assistance Programs (EAP) & Work-Life Services to maintain continuity of support. This bridge contract is necessary because there is a change in acquisition strategy after Early Collaboration and Requirements Review (ECRR) meeting held on May 19, 2026 from FAR part16.5 Indefinite Delivery/Indefinite Quantity (IDIQ) contract with hybrid task orders consisting of Firm-Fixed Price (FFP) and Time and Material (T&M) GSA Multiple Award Schedule (MAS) Category 624SS – Social Services, Professional Counseling and Veterans' Readjustment and Behavioral Health Services, in accordance with Revolutionary Federal Acquisition Regulation Overhaul (RFO) Subpart 8.4 – Ordering Under The Federal Supply Schedule. Market research confirmed that the required Employee Assistance Programs (EAP) and Work-Life Services fall within the scope of GSA MAS 624SS.

   The DCPAS mission is to ensure that the Department can meet mission goals and objectives by ensuring the safety and welfare of its employees. It is the responsibility of DoW, through WHS/AD, to implement and oversee EAP and Work-Life services. Delivery of services will assist DoW federal civilian employees in achieving increased job performance through resolution of presenting issues and the prevention of the recurrence of these issues.

   The principal objectives of the EAP & Work-Life Support Services requirement are to:

   - Empower employees in their efforts to resolve personal issues that may adversely impact or cause deficiencies in work performance or conduct.
   - Assist employees in balancing their professional and personal lives by linking them with programs and services that can help them attain and maintain this equilibrium.

- Equip employees with information and referral resources that assist in the caring for dependent family members.
- Provide high quality programs and services that will lead to a more productive workforce.
- Support supervisors, managers, and other workplace leaders in managing the diverse, complex demands of the workplace.

Performance Periods	Performance Period Dates	Amount
Base Period	July 10, 2026, through October 9, 2026	$1,863,593.83
Option Period 1	October 10, 2026, through January 9, 2027	$1,863,593.83

4. **AUTHORITY CITED:** This action is authorized under 10 U.S.C. 2304(c)(1) as Implemented by Federal Acquisition Regulation (FAR) 6.302-1(a)(2)(iii): *"Only one responsible source and no other supplies or services will satisfy agency requirements."*

5. REASON FOR AUTHORITY CITED: The Government intends to issue a sole source award to Magellan Federal, Inc Employee Assistance Programs (EAP) & Work-Life Services in accordance with FAR 6.302-1(a)(2)(iii) "Only one responsible source and no other supplies or services will satisfy agency requirements." The DCPAS is currently receiving these services from Magellan Federal, Inc under Contract # HQ003421F0059, which will expire on July 9, 2026.

The Government is working to establish a long-term contract through full and open competition under the GSA Multiple Award Schedule, in accordance with Revolutionary Federal Acquisition Regulation Overhaul (RFO) Subpart 8.4 – Ordering Under The Federal Supply Schedule, allows the Government to leverage competition among highly qualified vendors with proven experience managing complex Employee Assistance Programs and Work-Life services both CONUS and OCONUS. This approach ensures access to reliable, high-quality services, promotes fairness and transparency in the acquisition process, and mitigates risks associated with less experienced sources — ultimately supporting the Government's mission-critical objectives of ensuring the safety, welfare, and productivity of the DoD civilian workforce.

Failure to award this bridge contract to the incumbent, Magellan Federal, Inc., would result in unacceptable disruptions, including substantial duplication of costs, delays, and hardships that would significantly impact the DCPAS's mission. Given the complexity of the requirement and the number of FTEs involved in providing this support, transitioning to a new contractor at this time would lead to substantial service interruptions, delaying or preventing the immediate continuation of essential IT support. These disruptions would not only incur excessive costs and operational challenges but also risk mission failure by impeding the DCPAS's critical functions.

Therefore, a bridge contract with Magellan Federal, Inc. is essential to ensure uninterrupted support for these vital services while the Government completes the long-

term award process. The new contract is anticipated to be awarded by September 9, 2026.

6. **EFFORTS TO OBTAIN COMPETITION:** On June 24, 2026, Washington Headquarters Services (WHS) Acquisition Directorate (AD) issued a "Notice of Intent to Sole Source" this requirement to Magellan Federal, Inc., on SAM.gov. No responses were received from industry challenging the notice.

7. **FAIR AND REASONABLE COST DETERMINATION:** The contracting officer will determine that the anticipated prices will be fair and reasonable by using the techniques identified at FAR 15.404-1, specifically, FAR 15.404-1(b)(2)(v), to ensure the award will be at a fair and reasonable price. Certified Cost and Pricing Data will not be obtained.

8. **MARKET RESEARCH:** Market research was limited to a 5-day pre-solicitation notice posted on SAM.gov on June 24, 2026, notifying industry of the Government's intent to issue a sole source direct award. No vendors challenged this bridge effort.

9. **ANY OTHER FACTS SUPPORTING THE USE OF SOLE SOURCE:** There are no additional facts. A sole source contract to Magellan Federal, Inc. is required to ensure continuity of support for Employee Assistance Programs (EAP) & Work-Life Services while the Government is working on competitive action.

10. **INTERESTED SOURCES:** To date, no other sources have expressed an interest in this bridge contract.

11. **ACTIONS TO INCREASE COMPETITION:** The requirement for DCPAS Employee Assistance Programs (EAP) & Work-Life Services has an anticipated 1st quarter of FY27 award. Future requirements will be considered for competition utilizing market research procedures identified under FAR Part 10.002 "Procedures."

12. Is this acquisition for a non-competitive follow-on acquisition previously awarded on a non-competitive basis?

    ☐ A copy of the previous justification is attached.

    ☒ The Government is pursuing competition for the long-term contract, as it intends to award the contract directly to other than small business in accordance with applicable federal regulations. While efforts have been made to explore other options, this approach ensure compliance with statutory requirements and allows for continuity of services during this transition period.

    ☒ The original acquisition was conducted on a competitive basis.

    ☐ Not Applicable. This is a new requirement.

CERTIFICATION

I, hereby, certify that the supporting data under my cognizance included in this justification are accurate and complete to the best of my knowledge and belief.

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Contracting Officer