



JUSTIFICATION FOR SOLE SOURCE PROCUREMENT (OPEN MARKET OR GSA) UNDER \$250,000

Sole source acquisitions may be used on a limited basis and only when the Contracting Officer's Representative (COR)/Program Official has provided sufficient justification and the Contracting Officer has determined that the circumstances warrant such action. The content for a justification must contain detailed facts and rationale to justify the sole source acquisition. Soliciting from a single source must be done in accordance with FAR 13.106-1(b) or 8.405-6. At a minimum, the following information must be included:

Identification of Program Office, Contracting Activity, and Proposed Requirement, Justification and Program Office Certification:

A. Program Office:

Chloe Oram, Administrative Officer
Office of Management and Operations Team
DOH, NCCDPHP, CDC
4770 Buford Highway NE, Mail Stop MS S-107-8
Atlanta, GA 30341

B. Contracting Activity:

Centers for Disease Control and Prevention
Office of Financial Resources
Acquisition Branch: Office of Acquisition Services

C. Identification of Requirement:

1. Nature of Action to be Approved by Contracting Officer:
 - a. Sole source acquisition of: Purchasing of Canvas Learning Management System from Instructure.
 - b. Procurement Request (PR) Number (if available): 00HCUCD1-2023-71485
2. Proposed Vendor and Estimated Procurement Amount (if available):
 - a. Proposed Vendor:
 - b. Estimated Procurement Amount: \$
3. Is the requirement on GSA Schedule? ☐ Yes ☒ No

If yes, provide schedule number: [Click here to enter text.](#)

D. Justification:

1. The justification for this non-competitive action is:

- ☐ In accordance with FAR 13.106-1(b)(1), "only one source [is] reasonably available" which states that, "For purchases not exceeding the simplified acquisition threshold. (i) Contracting officers may solicit from one source if the contracting officer determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization). (ii) Where a single source is identified to provide a portion of a purchase because that portion of the purchase specifies a particular brand-name item, the documentation in paragraph (b)(1)(i) of this section only applies to the portion of the purchase requiring brand-name item. The documentation should state it is covering only the portion of the acquisition which is brand- name."
- ☐ Urgency
- ☐ Exclusive licensing agreements/Proprietary data
- ☐ Brand name required
- ☐ Industrial mobilization
- ☐ Other (e.g., compatibility, space issues, continuity, compatibility, etc.)
- ☒ In accordance with FAR 8.405-6 "Limiting Sources" which states that, "the only circumstances that may justify the action are – (A) An urgent and compelling need exists, and following the procedures would result in unacceptable delays; (B) Only one source is capable of providing the supplies or services required at the level of quality required because the supplies or services are unique or highly specialized; or (C) In the interest of economy and efficiency, the new work is a logical follow-up 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 BPA must not have been previously issued under sole-source or limited-sources procedures."
- ☒ Urgency
- ☐ Only One Source
- ☒ Logical Follow Up
- ☐ Brand name required

2. Other facts supporting sole source procurement:

- a. What can this product/service do that other products/services cannot do?
This software can host a sufficient number of people. This software also offers sufficient storage capabilities for courses, Finally, Canvas allows for a smooth transition and integration with public health programs. All other learning management systems would require three years of full-time work.

(NOTE: Specify in detail why only the proposed Contractor can perform the service or provide the supplies based on your specific requirement and the selection you made in above. Example: "ABC Company provides the only unit that spins at the 100 rev/minute necessary to produce specimen. JKL company's unit is the only one available that heats to the 350 degree temperature required to process specimen," etc. Or in the case of maintenance: "Original equipment warranty information states that the manufacturer does not ensure performance at original levels if genuine manufacturer parts or manufacturer trained technicians provide service. Original equipment manufacturer will not provide service for equipment that they have not previously maintained." Please delete this note prior to submitting the justification.)

- b. What other products/services were considered and why did they not meet the need? Several other Learning Management Systems were considered including Google Classroom, Black Board, Moodle, Sakai, Chamilo, Edmodo, and Schoology. Google Classroom, Black Board, Chamilo, and Edmodo did not have a sufficient classroom size or storage space. Black Board, Moodle, Chamilo, Edmodo, and Google Classroom were not consistent with other Dental Public Health (DPH) organizations. Finally, all of the above would require 3 years of full-time work to rebuild the courses.

[Provide a list of alternatives available to the government, reasons (technical, cost, etc.) why each is unacceptable except for the alternative selected, and the impact if other alternatives are selected. Example: "ABC company unit did not have the speed/dilution rate/sensitivity, etc. to perform needed operation. JKL corporation unit is 400 pounds and this must be a portable unit for use in the field," etc. Or in the case of maintenance: "ABC company does not have technicians certified to work on XYZ equipment and uses aftermarket parts rather than XYZ company parts in repair." Please delete this note prior to submitting the justification.]

3. Program Office efforts to seek potential offerors:
Conducted internet and/or catalog search for instruments meeting the performance parameters of a learning management system, including the GSA Advantage website.

E. Program Office Certification:

I have reviewed this sole source justification and certify the justification is true and accurate to the best of my knowledge and adequate to support other than full and open competition.

Center/Institute/Office COR/Program Official Name/Title: CDC/DOH/Office of Management and Operations Team/Chloe Oram/Administrative Officer

_____ Center/Institute/Office COR/Program Official Signature:

Certification Date: [Click here to enter a date.](#)

F. Contracting Office Certification:

I have fully relied on the information provided herein and hereby certify that this justification is accurate and complete to the best of my knowledge and belief:

Contracting Officer Name:

_____ Contracting Officer Signature:

Certification Date: December 16, 2022