

**MEMORANDUM FOR RECORD**

**SS No. DCSO-R2-23-21**

**SUBJECT:** Sole Source Statement (Simplified Acquisitions < \$250,000) – Brand Name Justification

The item or service requested under Purchase Request **HAA23H324251** is specific to a brand name and available from multiple sources/authorized re-sellers. Maximum practicable competition is precluded for reasons indicated below.

**Contracting Activity:**

DLA Contracting Services Office (DCSO)  
Karen Earle, Contract Specialist  
6090 Strathmore Road  
Richmond, VA 23237

**Requiring Activity:**

DCAA – Defense Contract Audit Institute (DCAI)  
George Monk, Branch Chief  
Fort Belvoir, VA 22060

Defense Contract Audit Agency (DCAA) has a requirement for 900 licenses per annum of the DISC and Motivators Assessment, an off-the-shelf assessment for training and professional development, used with new hires and leadership personnel up to SES level at the Defense Contract Audit Institute (DCAI).

**Total Estimated Price:** [REDACTED] One Base-year, plus Two Option-year Period-of-Performances

CLIN	DESCRIPTION	QUANTITY
<b>BASE YEAR</b>		
0001	Computerized DISC and Motivators Assessments	900
0002	Two-sided, laminated card with DISC behaviors and interactions (includes a license fee for unlimited reproduction)	1
<b>OPTION YEAR 1</b>		
1001	Computerized DISC and Motivators Assessments	900
<b>OPTION YEAR 2</b>		
2001	Computerized DISC and Motivators Assessments	900

DCAA has a requirement for an off-the-shelf assessment utilized in Defense Contract Audit Institute (DCAI) courses as part of training and professional development activities. The DISC assessment is used by many DoD and Federal agencies, including the U.S. Army, U.S. Navy, and U.S. Secret Service. The current licensing is in place for new hire onboarding and leadership courses at DCAI. The assessment is a critical part of the training for DCAA employees, from new hires through SES. The assessment supports activities that inform professional learning, individual development plans, leadership development, and succession planning.

DCSO has awarded contracts to multiple vendors since 2016 for the Computerized DISC and Motivators Assessments. Current market research regarding products available and corresponding prices was conducted online via GSA Advantage.gov, GSA eBuy, SAM.gov, and Google to identify contractors that meet the Government's specifications. Although multiple vendors provide the computerized DISC and Motivators Assessments on the open market, no other brand name products satisfy the minimum needs of the agency.

The need for using the TTI Success Insights assessment as opposed to ASI assessment is due to all Certified Instructors/Facilitators in support of DCAA requirements are trained and certified using the TTI Success Insights information and facilitation methodology. This allows for a smoother and efficient transition and more effective facilitation using a tool instructors/facilitators were trained on. TTI was recognized on the Top Assessment and Evaluation Companies List in 2022.

Market research will continue to be conducted to determine if changes occur in the marketplace that would enable future actions to be competed to the maximum extent possible.

Approved by:  \_\_\_\_\_  
  
Branch Chief  
Defense Contract Audit Institute (DCAI) \_\_\_\_\_  
Date

Approved by:  \_\_\_\_\_  
  
Contracting Officer  
DLA Contracting Services Office Richmond \_\_\_\_\_  
Date  
May 17, 2023