

OFFICE OF ACQUISITION MANAGEMENT  
Sole Source Justification (SSJ)  
For Simplified Acquisitions Above the Micro-purchase threshold and up to the  
Simplified Acquisition Threshold (SAT)  
FAR 13.106, including Brand Name

J&A-23-00284

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**1. Agency and Contracting Activity.**

The Department of Homeland Security, U.S. Immigration and Customs Enforcement, Office of Acquisition Management, proposes to enter into a Purchase Order on behalf of the Office of Enforcement and Removal Operations on a basis of other than full and open competition.

**2. Nature and/or description of the item/service being procured and anticipated cost.**

(a) Type of action: Firm-Fixed Price Purchase Order

(b) Amount the current J&A is justifying: ██████████

(c) Brief Description: Provide audio-visual (AV) equipment and technician for the Juvenile and Family Management Division's (JFMD) four day Congressionally mandated training at the New Orleans Marriott, located in New Orleans, LA:

**Michael Pulizzano, Encore Group USA LLC (Encore), 504-613-1875,  
[michael.pulizzano@encoreglobal.com](mailto:michael.pulizzano@encoreglobal.com)**

**3. Sole Source Justification Rationale in accordance with FAR 13.106-1(b)(1)(i) and (ii).  
(Check one and explain below):**

- Only one source reasonably available.
- Urgent and compelling circumstances exists.
- Exclusive licensing agreement exists.
- Brand name. If the brand name requirement applies to a portion of the procurement, please identify that portion.
- Industrial Mobilization
- Other.

**Explain:**

JFMD conducts Congressionally mandated training each year. Many factors are considered when choosing a meeting venue to include appropriate and free meeting space, the availability of sleeping rooms at Government per diem, and audio-visual services to facilitate presentations of the training material and trainee participation in the training sessions. JFMD negotiates substantial discounts with the audio-visual services provider during the site selection process. For FY 2023, New Orleans, LA was selected as the training city. The Government received

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quotes from three properties located in New Orleans. Each of these properties utilize Encore as their AV provider.

Hotel Name	AV Vendor	Cost	Comments
Omni Royal NOLA	Encore	NA	Did not have adequate space for 250 participants and was not available during weeks that did not include a Federal holiday. Audio-Visual (AV) quote not received since space was not large enough.
New Orleans Marriott / Sheraton	Encore	██████████	Selected. These are sister properties.
Double Tree NOLA	Encore	██████████	Did not have appropriate space available during weeks that did not include a Federal holiday.

In addition to Encore, JFMD looked at other vendors in New Orleans to provide audio visual services:

- ██████████ services locations in the New Orleans area, and has the necessary equipment. Their estimate based on pricing lists on their website is estimated at ██████████ per day, and ██████████ total for the four- day training.
- ██████████ refused to provide a quote without a credit card because they “receive a lot of inbound quote requests so companies can fulfill their 3 quote quota”.
- ██████████ provided a quote of ██████████

**4. The anticipated price will be determined fair and reasonable based on one or more of the price analysis techniques described below in accordance with FAR Part 13.106-3(a)(2). (Check one and provide short explanation or description of action taken.)**

- Market Research.
- Comparison of the proposed price with prices found reasonable on previous purchases.
- Current price List.
- Comparison with similar items in a related industry.
- Comparison to IGCE.

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- Contracting Officer's personal knowledge.
- Other.

**Explain:** JFMD conducts this training each year, and negotiates substantial discounts with its preferred audio-visual service provider, which is Encore. If an outside vendor is used, the Marriott will charge the Government an additional [REDACTED] for power infrastructure, set up, and labor. In addition, Marriott requires [REDACTED] in commercial general liability insurance when an outside vendor is used—given that the Government has little control over the vendor, using an outside entity increases the risk to the Government. Given the price and the risk, Encore is the best option for this program.

**5. Approval of the Contracting Officer:**



\_\_\_\_\_  
Date