



**United States Department of Agriculture  
Single Source/Brand Name Justification  
Less Than the Simplified Acquisition Threshold (SAT)  
FAR 13.106-1(b)(1)**

**1. Identification of the agency and the contracting activity.**

USDA-NRCS-MICHIGAN STATE OFFICE  
3001 COOLIDGE ROAD  
SUITE 250  
EAST LANSING MI 48823

**2. Description of supply or service required to meet the agency's needs.**

Professional services are needed to amend an existing Title and closing BPA Call to include additional Environmental Records Search of the Performance Location.

The contractor must coordinate, facilitate, and perform the following services:

1. Obtain and update chain of title according to the *Department of Justice Title Standards 2001*. Provide the title commitment (or title search and/or update of abstracts), including copies of all instruments that created rights, interests, or encumbrances, for the easement boundary and ingress-egress descriptions.
2. Work with NRCS and the landowners to clear exceptions on title to the property and resolve vesting interests.
3. Update the title commitment, based upon the final legal description of the easement area, including copies of all instruments that created rights, interests, or encumbrances on the property, not included on the original title commitment, for the easement boundary and ingress-egress descriptions.
4. Record documents in the local land records office (e.g., the applicable county registrar or recorder's office, county, or town clerk records office).
5. Provide a final title insurance policy using American Land Title Association (ALTA) U.S. Policy 09-28-1991 (Revised 12/3/2012)
6. Provide other services, as necessary, to finalize the easement transaction.

**3. Rationale or circumstances for limiting competition.**

This is additional work needed from a previously compete BPA Call for an Environmental Title and closing services completed by Bell Title LLC. The Original BPA was competitively advertised and lowest price that was technically competent was selected. Bell Title Services conducted the original Title and closing service and is now required to complete the necessary Environmental Records Search due to having extensive knowledge, prior experience and active title services with the project and project area. Sole Source exception is based on the fact that award to other than the original source would result in substantial duplication of costs to the Government as well as contractors, not recoverable through competition, as well as a delay in fulfilling the agency need. Awarding to the initial firm would be the most advantageous to the government based on 41 U.S.C.3304(a)(1) - FAR 6.302-1 Only one responsible source and no other supplies or services will satisfy agency requirements.

**4. Description of the market research conducted and the results or a statement of the reason market research was not conducted.**

The original Master BPA solicitation 121A2318Q0031 was posted to SAM.gov for 15 days from 05/03/2018 to 05/18/2022. Bell Title LLC was selected as the Lowest Price Technically Acceptable and fulfilled the requirement without any delays. A BPA call was executed

**5. Estimated price, including all options, if applicable.**

\$13,000.00, no Option Years, 30 days Period of Performance (POP).

**6. Recommended source(s).**

Bell Title LLC

**Certifications**

The information provided for this justification has been reviewed and certified accurate and complete by Heather L. Smeltz, Program/Technical Personnel.

**Contracting Officer (less than SAT).** I have reviewed this justification and certify it to be accurate and complete to the best of my knowledge and belief.

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Erin M. Kirchoff  
Contracting Officer