

**LIMITED SOURCES DOCUMENTATION (DEC 2018)****Required for Limited Source Acquisitions Over \$10,000 but not Exceeding \$250,000**

Acquisitions that do not allow for competition to the maximum extent practicable must be documented in accordance with Federal Acquisition Regulations (FAR) [13.106-3\(b\)](#) for open market purchase orders or FAR [8.405-6\(f\)](#) for Federal Supply Schedule (GSA) orders. Limited source documentation is required in the following circumstances: (1) when soliciting fewer than the minimum number of sources (*at least three sources*) required by FAR [13.104\(b\)](#), [8.405-1\(c\)](#), or [8.405-2\(c\)\(2\)](#), whichever is applicable; and (2) when using brand name only specifications.

This template may be used for the documentation described in FAR [8.405-6\(b\)\(2\)\(i\)](#) or [13.106-1\(b\)\(1\)](#). The customer shall provide the following information:

Purchase Request Number:

D-23-HR-0023

Estimated Amount (inclusive of options):

Delivery Date or Period of Performance:

1/24/2023-5/16/2023

Brand Name Only Description:

☐ YES ☐ NO

Recurring Requirement:

☐ YES ☒ NO

FSS Contract Number (if applicable):

Brief description of supplies or services required and the intended use:

The Doubletree hotel will serve as the location of the 2023 Special Agent Promotion Program (SAPP) testing.

Unique characteristics that limit availability to only one source, and any justification that no other supplies or services can be used or that urgent and compelling circumstances exist – include all critical delivery or performance dates and impact to the government if dates are not met:

Due to a lack of space at DEA's Training Academy related to the number of classes at the Training Academy, an alternate location had to be identified. A location in proximity to DEA HQ will be used for part of the 2023 SAPP testing events. The Doubletree Hotel is the closest facility to DEA HQ, which is critical to minimizing the testing time for candidates and staying on schedule. Participants are also required to have breaks and lunch with their group to stay on schedule and to minimize the possibility of interaction with non-test participants. The proximity to DEA HQ allows for the use of HQ space for some of the testing, thereby reducing the overall program cost.

Describe in detail any market research conducted. Include results and state whether any vendors expressed interest:

The Contracting Officer hereby certifies that:

- A. Only one source is reasonably available;
- B. An order for the supplies or services will not be placed unless the price is determined to be fair and reasonable; and
- C. If brand name specifications are used for the basis of this determination and the acquisition exceeds \$25,000, this Limited Source Documentation will be made available together with the solicitation in the Governmentwide Point of Entry ([FedBizOpps](#)) in accordance with FAR [5.102\(a\)\(6\)](#), on [GSA e-Buy](#) in accordance with [FAR 8.405-6\(d\)](#), or on the NASA SEWP V Quote Request Tool pursuant to [40 U.S.C. 11302\(e\)](#).

Signature and title of customer

Office Code

Telephone Number

Date

Signature and title of contract specialist

Office Code

Telephone Number

Date

Signature of contracting officer

Office Code

Telephone Number

Date