

# Simplified Acquisition Procedures (SAP)

## DETERMINATION MEMORANDUM FOR SOLE SOURCE ACQUISITIONS OVER THE MICRO-PURCHASE THRESHOLD BUT NOT EXCEEDING THE SIMPLIFIED ACQUISITION THRESHOLD FAR 13.106-3(b)(3)(i)

SOLICITATIONS MAY BE LIMITED TO ONE SOURCE ONLY IF THE CONTRACTING OFFICER DETERMINES THAT ONLY ONE SOURCE IS REASONABLY AVAILABLE. WHEN THE CUSTOMER DESCRIBES AN ITEM OR SERVICE, WHICH LIMITS THE AVAILABILITY TO ONE SOURCE, THE DETERMINATION MUST EXPLAIN WHY THE ITEM OR SERVICE PROVIDER IS THE ONLY ONE THAT WILL MEET THE GOVERNMENT'S REQUIREMENT. STATEMENTS SUCH AS "ONLY KNOWN SOURCE" OR "ONLY SOURCE WHICH CAN MEET THE REQUIRED DELIVERY DATE" ARE INADEQUATE TO SUPPORT A SOLE SOURCE PURCHASE. THIS FORM MAY BE USED IN LIEU OF THE DETERMINATION DESCRIBED IN FAR 13.106. THE CUSTOMER SHALL PROVIDE THE FOLLOWING INFORMATION:

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### SECTION A: GENERAL CONTRACT INFORMATION

CONTRACTING ACTIVITY

PURCHASE REQUEST NUMBER:

PROJECT NAME

ESTIMATED AMOUNT (INCLUDING OPTIONS)

BRAND  
NAME BUY

NAME/CAGE CODE OF PROPOSED CONTRACTOR

YES

NO

O&M

NGREA

OTHER

### SECTION B: DESCRIPTION OF SUPPLIES/SERVICES REQUIRED

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

**SECTION C: JUSTIFICATION FOR SOLICITING FROM A SINGLE SOURCE OR BRAND NAME**

Provide a clear/concise statement of the facts justifying the award of a single source or brand name contract. For example:

(A) If the justification is the unique capabilities/supplies possessed by only one contractor, then state the reasons why no other contractor has or can obtain these capabilities/supplies.

(B) Written determinations such as regulation or technical order, requiring a designated brand name or sole source to be used.

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**TO BE COMPLETED BY CONTRACTING OFFICE**

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**SECTION D: MARKET RESEARCH & PRICE FAIR AND REASONABLE**

Market Research:

Statement justifying price fair and reasonable to the government:

#### **SECTION E: EFFORTS TO OBTAIN COMPETITION**

Document efforts to obtain competition. For example, did market research identify any other company(s) that can provide your required product or service or was a sources sought synopsis issued by contracting to try to find another source?

#### **SECTION F: STEPS TO PRECLUDE FUTURE SINGLE SOURCE OR BRAND NAME AWARDS**

Provide a statement of actions, if any, the government may take to remove or overcome any barriers to competition before future acquisitions are required:

#### **SECTION G: ANY OTHER SUPPORTING FACTORS**

I CERTIFY THAT THIS JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT COMPLETING THIS PURCHASE AS A SOLE SOURCE IS IN THE BEST INTEREST OF THE GOVERNMENT. ADDITIONALLY, I APPROVE THIS JUSTIFICATION TO LIMIT COMPETITION SUBJECT TO THE AVAILABILITY OF FUNDS AND PROVIDED THAT THE SERVICES OR SUPPLIES HEREIN DESCRIBED HAVE OTHERWISE BEEN AUTHORIZED FOR ACQUISITION.

8b. CONTRACTING OFFICER SIGNATURE