



## MEMORANDUM FOR RECORD

**SUBJECT:** Use of a Single Source below the Simplified Acquisition Threshold (SAT)

### I. BACKGROUND

A. FAR 13.106-1(b)(1)(i) states for purchases not exceeding the simplified acquisition threshold, Contracting Officers may solicit from one source if the Contracting Officer determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency, exclusive licensing agreements, brand-name or industrial mobilization).

B. As required by FAR 13.106-3(b)(3)(i), this memorandum explains the absence of competition for this acquisition, as only one source will be solicited for this requirement (or for a portion of the requirement) and the requirement is not expected to exceed the simplified acquisition threshold.

### II. DESCRIPTION OF THE SUPPLIES/SERVICES REQUIRED

*[ Provide a brief description of the item or service required (to include the name of the required source or brand name, if applicable) and the required delivery date/period of performance. ]*

### III. RATIONALE FOR SOLICITING FROM A SINGLE SOURCE OR BRAND NAME (select all that apply):

☒ A. ONLY ONE RESPONSIBLE SOURCE (select all that apply):

☐ 1. RESTRICTIVE RIGHTS

The source has established proprietary rights, limited rights in data, patent rights, copyrights or secret processes in the item or service required.

*[ Explain what rights are restricted, why the restrictive rights make the required item or service available from only one source, and why another company could not satisfy the Government's need. ]*

☐ 2. EXCLUSIVE LICENSING AGREEMENTS

The item or service is only available from the Original Equipment Manufacturer (OEM), or there is only one authorized distributor or technical representative for the OEM.

*[ Identify the OEM and explain the circumstances surrounding why the item or service is only available from the OEM. ]*

OR ...

*[ Identify the distributor(s)/authorized technical representative(s) for the item or service. Provide evidence of the exclusive licensing agreement as an attachment to this document. NOTE: If there is more than one distributor/authorized technical representative for an OEM part, then Part B, BRAND NAME SOLE SOURCE, is applicable, and Part A, ONLY ONE RESPONSIBLE SOURCE, should be left blank. ]*

☒ 3. BRAND NAME

Item required must be a brand name product, or feature of a product, particular to one manufacturer.

MANUFACTURER: CaseWerks LLC Cage Code 3W4M0

MANUFACTURER NAME OF ITEM: Custom 24" High Freestanding Stanchion

The Hill Aerospace Museum, Hill Air Force Base, Utah requires 400 each Custom 24" High Freestanding Stanchion to include the following characteristics:

- Comply with ADA and professional museum standards
- Must be like CaseWerks freestanding Custom 24" High Freestanding Stanchions already in use
- Must be 24" freestanding steel rod with a 3/4" diameter (RAL9007)
- Must include steel threaded caps
- Caps must utilize CaseWerks spanner head tool
- Caps must permit the usage/attachment of elastic cord on two sides
- Must include a 9" steel base with neoprene pads
- Must utilize 5/16-18X1 socket head screw cap



*Note: This MFR is only applicable to acquisitions under the Simplified Acquisition Threshold. Acquisitions using FAR Subpart 13.5 shall follow the special documentation requirements at FAR 13.501.*



- Must utilize 5/16 split lock washer
- All components must be powder coated in CaseWerks silver metallic finish that will match existing stanchions in museum
- Product must facilitate affixing signage option with screw top
- Seven 500' rolls of silver 3/16" elastic cord (#21-003-098)

*Delivery: On or before 56 days after receipt of order.*

*Market research indicates CaseWerks is the only company that offers a custom option to fabricate steel stanchions at the required 24" height with the additional required feature of affixing signage directly to the stand rather than leaving it free-standing nearby. Additionally, other stanchions have retractable barrier tape, which do not meet collection protection requirements. The CaseWerks stanchions use a non-retractable cord.*

☐ 4. OTHER REASONS

*[ Other reason not identified above. Provide details on mission impact if requirement is not solicited from only one source ]*

☐ B. UNUSUAL AND COMPELLING URGENCY.

The supplies or services are of such unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals. Urgent requirements are supplies or services that will result in a work stoppage, or are mission critical and the routine processing time would result in injury to the Government. The determination that the procurement for the above item/service is an urgent and compelling requirement is based on the following:

1. Date on which the requirement was first identified.
2. Required delivery date/period of performance.
3. Explanation of why delivery/commencement of services by the date mentioned above is required:

*[ Explain the impact to the mission if the date above is not met, any special circumstances or conditions that exist which validate the requirement as "urgent," estimated production lead time for the item, etc. ]*

4. If appropriate, include any additional pertinent information.

*[ Enter here. ]*

#### IV. CONTRACTING OFFICER'S DETERMINATION

I have determined, in accordance with FAR 13.106-1(b)(1), that the circumstances of this contract action deem only a single source is reasonably available.

Refer to [FAR 5.102\(a\)\(6\)](#) for the requirement to post the brand-name justification or documentation.

<b>Typed Name and Rank/Grade of Contracting Officer</b> Dawn A. Schmidt, GS-13, DAF Contracting Officer	<b>Signature of Contracting Officer</b>
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