

### SIMPLIFIED ACQUISITION PROCEDURES (SAP)

Justification for Brand Name and or Sole Source Acquisitions Over \$3,500 but not Exceeding The Simplified Acquisition Threshold (SAT)

SOLICITATIONS MAY BE LIMITED TO ONE SOURCE ONLY IF THE CONTRACTING OFFICER DETERMINES THAT ONLY ONE SOURCE IS REASONABLE AVAILABLE. THIS DETERMINATION MUST BE SUPPORTED WITH FULL JUSTIFICATION FOR SOLE SOURCE FROM THE CUSTOMER. WHEN THE CUSTOMER DESCRIBES AN ITEM WITH A PURCHASE DESCRIPTION, WHICH LIMITS THE AVAILABILITY TO ONE SOURCE, THE JUSTIFICATION MUST EXPLAIN WHY THE ITEM IS THE ONLY ONE THAT WILL MEET THE GOVERNMENTS 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 THE CUSTOMER SHALL PROVIDE THE FOLLOWING INFORMATION:

1. PURCHASE REQUEST OR REQUISITION NUMBER W44W9M304601AQ	2. PROJECT/TASK NUMBER PRODUCTION	3. ESTIMATED AMOUNT
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4. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE.  
NPH-5000:1WM18. DISPENSER ASSEMBLY, NO PURGE, SNUFF BACK. MUST BE PNEUMATIC FOR USE IN EXPLOSIVE AREAS.  
MFG: ASHBY CROSS CO 978-463-0202  
PART# NPH-5000 / DWG# 449

5. UNIQUE CHARACTERISTIC THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED. MOST RECENT MARKET RESEARCH CONDUCTED (INCLUDE DATES & DETAILS). IF MARKET RESEARCH WAS NOT CONDUCTED, EXPLAIN.  
The Ashby Cross brand snuff back dispenser gun assembly has proven to be reliable in the production process. Replacement parts are on hand to rebuild the gun if needed. Purchasing an or equal would be costly since we have the gun and replacement parts on hand.

6. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE WHICH CAN PROVIDE THE SUPPLIES OR SERVICES. COMPATIBILITY WITH EXISTING SYSTEM, IF APPLICABLE, & NON-COMPATIBILITY COULD RESULT IN EXCESSIVE ADDITIONAL MANUFACTURING AND/OR RESEARCH AND DEVELOPMENT COSTS.  
Any available source.

7. EXPLAIN WHY AN ADEQUATE PURCHASE DESCRIPTION OR OTHER INFORMATION SUITABLE TO SOLICIT BY FULL AND OPEN COMPETITION HAS NOT BEEN DEVELOPED OR ARE NOT AVAILABLE.  
Name Brand request

8. PROVIDE A STATEMENT OF ACTIONS, IF ANY THE GOVERNMENT MAY TAKE TO REMOVE OR OVERCOME ANY BARRIER TO COMPETITION BEFORE FUTURE ACQUISITIONS ARE REQUIRED. IF THIS IS A FOLLOW-ON ACTION TO A PREVIOUSLY COMPLETED ACTION, SO STATE.  
None

