



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

49 CONS requires FAR-specific training; considering personnel schedules and modern technology collaboration techniques, a virtual/remote learning method ensures maximum participation and benefit without negative mission impact.

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.

☐ 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.

☐ 3. BRAND NAME

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

☒ 4. OTHER REASONS

Our requirement contains specific characteristics that only one company can provide, further constrained by scheduling requirements of military and civilian personnel. Additionally, a TDY would incur substantially more costs. Previous acquisitions of this training similarly failed to identify alternatives or competition. Market research at this time again failed to identify alternatives.

☐ 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.



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.



2. Required delivery date/period of performance.
3. Explanation of why delivery/commencement of services by the date mentioned above is required:

4. If appropriate, include any additional pertinent information.

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.

Typed Name and Rank/Grade of Contracting Officer Mitchell R. Dawson, SSgt, USAF (575) 572-4867	Signature of Contracting Officer REDACTED
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