

**JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW FAR 13.106-1**  
(OVER MICRO-PURCHASE THRESHOLD(\$3K) BUT NOT EXCEEDING THE SAT (\$150K))

IAW [FAR13.104](#), COs must promote competition to the maximum extent practicable to obtain supplies and services from the source whose offer is the most advantageous to the Government, considering the administrative cost of the purchase. When competition is not practicable, IAW [FAR13.106-1\(b\)](#), COs solicit from a single source for purchases not exceeding the simplified acquisition threshold. COs may solicit from one source if the CO 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). IAW [FAR13.106-3\(b\)\(3\)](#), COs are required to include additional statements ***explaining the absence of competition*** (see [13.106-1](#) for brand name purchases) if only one source is solicited and the acquisition does not exceed the simplified acquisition threshold (does not apply to an acquisition of utility services available from only one source) or supporting the award decision if other than price-related factors were considered in selecting the supplier. This template when completed can be used to document single source awards IAW [FAR13.106-3\(b\)\(3\)](#). Note: Statements such as "only known source" or "only source which can meet the required delivery date" are inadequate to support a sole source purchase.

**1. PURCHASE REQUEST OR REQUISITION NUMBER:**  
550-15-2-1985-0047

**1A. PROJECT/TASK  
NUMBER N/A**

**1B. ESTIMATED AMOUNT:**  
\$12, 548.00

**2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:**

MMSS Multi-Carrier Accounting System with IMPB equipment to interface mailing system to new peripheral hardware. Purchase price includes: Mandatory compliance for USPS mandate IMPB labels, USPS Commercial Based Pricing postage discounts, Mail accounting and address validation/correction for IMPB Shipments - \$9771.00. Annual Carrier updates - \$1195.00, Professional services for on-site training-\$1582.00. Delivery upon receipt of purchase order due to special requirement to be implemented by 1/26/15. IRM states must update as well to Windows 7 system. Midwest Mailing & Shipping Systems, 3006 Gill St. Ste A, Bloomington, IL 61704.

**3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:**

The current metered mail system is a two part system. One part is for the shipment of UPS/FEDx/ other shipments which connect to the other piece of equipment identified as the metered mail unit sending out the printed label for shipment. Both pieces are a part of a system from Neopost which is distributed by the only central Illinois distributor Midwest Mailing. The new equipment will add USPS mandated shipping requirements and will send the formatted #400 label to be printed and affixed to all packages for USPS tracking of parcels and priority parcels. The unit has the scale for weighing. The two must interface to work appropriately.

Submission for Equipment compatibility with current Metered Mail equipment for processing the mandatory United States Postal Service requirements to affix an IMPB tracking label on all parcel package and priority package shipping. If this system is not purchased it will not be compatible with the current metered mailing system and equipment used at the facility in our mail room.

**4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:**

The facility currently uses the NeoPost system and Midwest Mailing is a distributor of this product and support. This is proprietary to the current system in place at facility. Midwest Mailing is the exclusive representative in Central Illinois for this purpose.

**5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:**

No Market research was conducted as the system needs to be compatible with the current equipment in place and Midwest Mailing is the exclusive representative in Central Illinois. Also, time does not permit competition as the system needs to be in place by January 26, 2015.

**6. Contracting Officer's Certification:** *Purchase is approved in accordance with FAR13.106-1(b). I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Facility:** \_\_\_\_\_