

Chapter VI: Other Than Full and Open Competition (OFOC) SOP  
 Attachment 4: Single Source Justification for SAP under \$150K

**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:**  
 590-15-2-471-0174

**1A. PROJECT/TASK NUMBER**

**1B. ESTIMATED AMOUNT:**  
 \$30,100.10

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

Emergency transfer of postage by phone to Pitney Bowes Account# 36999100, Citibank ABA routing number 021000089 for Hampton VA Medical Center to enable automatic deposit to postage meter system. Require advance payment for the postage by phone (electronic funds transfer).

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

The metered mail equipment located at the Hampton VAMC is Pitney Bowes and additional metered postage from the US Postal Service must be purchased through them. They are the only firm authorized by the U.S. Postal Service to load the postage on these particular machines. This metered mail equipment is vital to the functionality of the medical center for processing outgoing mail. Postage level is critically low and there is an urgent and compelling need to replenish the postage.

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

Postage is only available from the US Postal Service, another government agency. Pitney Bowes the only firm authorized by the U.S. Postal Service to load the postage.

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

Market research was not conducted since mail postage distribution is controlled by the Federal Government and is only available directly from the United States Postal Service, another Government agency.

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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:** Melisha Bradley 413046  
**Melisha Bradley**  
**Contracting Officer**  
**NCO 6**

Digitally signed by Melisha Bradley 413046  
DN: dc=gov, dc=va, o=internal, ou=people,  
0.9.2342.19200300.100.1.1=melisha.bradley@va.gov, cn=Melisha Bradley 413046  
Date: 2015.03.04 07:56:28 -05'00'

7. **NCM/PCM DESIGNEE (Required \$3K and above):** I certify the justification meets requirements for other than full and open competition.

Angel Rhone  
**Angel Rhone, Supervisor**  
**Contract Specialist**  
**NCO 6**

3/4/15  
**Date**