

**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:**

675-15-3-4020-0049

**1A.  
PROJECT/TASK  
NUMBER**

None

**1B. ESTIMATED AMOUNT:**

\$3,075.00

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

Court reporting/transcription for Hearing  
Transcripts of Court Hearing

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

A BPA was being solicited and eventually awarded for Court reporting services; however, there were still hearings that were going on. The government attempted to delay the hearings until the BPA set in place, however, the judge ruled against the government and required them to supply a court reporter immediately; therefore, the government provided a court reporter immediately.

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

Due to the short time-frame and to accommodate the judge's requirement the government procured a court reporting service.

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

No market research was conducted due to the short notice requirement from the judge.

**6. Requirements 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: Amy M. Dixon

Date: 5/22/15

Name: Amy M. Dixon

Title: Secretary, Office of the Associate Director

Facility: Orlando VA Medical Center

**7. 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: 05/22/2015

Name: Kory Stiles

Title: Contracting Officer

Facility: Orlando VAMC