

Chapter VI: Other Than Full and Open Competition (OFOC) SOP
Attachment 4: Single Source Justification for SAP under \$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: 614-15-2-560-0021	1A. PROJECT/TASK NUMBER None	1B. ESTIMATED AMOUNT: \$31,896.41
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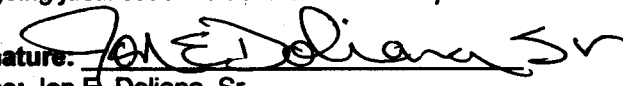
2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:
The requirement is for patient lifts for patient mobility. This request is a patient handling requirement in accordance with JCAHO guidelines for safe patient handling, as a standard of safety in the healthcare industry.

3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:
Arjo Huntleigh is the manufacturer of all the lifts that the medical center currently uses.

4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:
To maintain consistency with the lifts presently being used at the medical center it is necessary to acquire these lifts from Arjo Huntleigh. To ensure that patient care is not jeopardized it is necessary to maintain continuity throughout the medical center. In addition, parts can easily be acquired when a lift breaks which avoids the need to replace the entire lift.

5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:
Market research was conducted through GSA Ebuy in an attempt to find a small business. A request for quote was issued as a small business set aside but there were no responses.

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: 
Name: Jon E. Doliana, Sr.
Title: Chief of Supply
Facility: NCO 9

Date: 1-23-14 Memo for record
date is 1-23-2015