

## JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW FAR 13.106-1

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:**

662-15-3-821-0048

**1A. PROJECT/TASK  
NUMBER**

**1B. ESTIMATED AMOUNT:**

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

Dr. Sudore, a Veterans Affairs staff physician, is the lead investigator on a health intervention research study. Dr. Sudore has been working with People Designs, Inc. for the past 4 years on a research project that involves the creation of a website application, maintenance of the application, and consulting services. Dr. Sudore has been working with People Designs as part of her VA grant (IIR 11-110) to develop a health education intervention to guide patients in advance care planning. The web site is used as an educational guide for veterans and as an intervention in future VA studies. People Designs, Inc. provides website content development, intervention production consulting and management, website production, and website data analytics for this ongoing research study. Further developments of new features are still taking place to the application.

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

Only one source is available to complete the research study, because the website involves a custom software application that was developed by People Designs, Inc. The main structure of the website has been completed; however, Dr. Sudore continues to conduct leads to iterative changes on research-participant feedback, input from co-investigators and experts in the field of advance care planning and health literacy, expanding user populations, and ongoing changes in technology and web usage trends. The application involves intricate algorithms and related coding created by People Designs, Inc. Any other vendor would spend countless hours trying to understand the project, the vision of Dr. Sudore's study, and understand how to make edits/changes and additions to the existing application. The cost of having another vendor familiarize themselves with the project would exceed the cost of this purchase order. In the interest of efficiency and achieving best value for the Government, this purchase order for modifications and additions to the existing application will be a single source award to People Designs, Inc.

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

People Designs, Inc. provides a professional consulting service to Dr. Sudore. People Designs, Inc. worked with Dr. Sudore on developing the research study, designing the research, creating a dissemination plan, and creating and hosting the website application. There is no other vendor that can seamlessly perform these services without first spending at least six months familiarizing themselves with the project, the project's vision, and the software application, all at cost to the Government. Even after familiarization, the vendor must share the same vision and understanding of the project as Dr. Sudore. In the interest of efficiency and achieving best value for the Government, this purchase order for modifications and additions to the existing application will be a single source

award to People Designs, Inc.

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

Market research was conducted to determine whether another contractor could perform these continuing services. After conducting talks with industry, the Government determined that another contractor could not efficiently and economically provide these services. The cost of another contractor learning the project and the custom software application would exceed the cost of this purchase order.

**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:** 7/2/15

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

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

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