

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:

762-15-4-038-0718

**1A. PROJECT/TASK
NUMBER**

1B. ESTIMATED AMOUNT:

\$70,480.00

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

In 2010, the VA National Center for Patient Safety (NCPS) identified a lack of Veteran comprehension in reading their prescription labels as a significant barrier to medication regimen compliance. In 2011, NCPS conducted research which confirmed that a new standardized VA prescription label is preferred by Veterans and improves Veteran comprehension of prescription label information. This new standardized prescription label was piloted in 2012 and was rated favorably compared to the old label.

In January of 2013, the VA Advisory Board accepted the motion to recommend the patient-centric label format as the VA standard. In 2015 a new version of the patient centric labels, along with new software, was created testing been conducted at the Tucson CMOP. The labels for this procurement will be used in the testing process.

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

The labels being purchased for this requirement are newly designed labels that no other vendor has.

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

This is an emergency order needed to continue testing of the new labels. Delays in the testing of the labels at Tucson will add unnecessary delays rolling out the software to the other 6 CMOP's.

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

The contracting officer is working a BPA for patient centric labels since April 2015. The newly designed labels are only produced by TIMEMED. It would take other vendors several weeks to implement the changes made in order to provide a quote for this procurement. Waiting will add unnecessary delays in completing testing of the new labels, which would prevent the rolling out of the new label design to the other CMOP's. It is in the Government's best interest to sole source this emergency procurement to TIMEMED to reduce the risk of further delays in the label/software rollout.

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: _____