

**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:**

675-15-4-5443-0133

**1A.  
PROJECT/TASK  
NUMBER**  
N/A

**1B. ESTIMATED AMOUNT:**  
\$33,600.00

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

Removal of hard drives from leased Multi-Function Devices (MFD)/Copiers. Currently, there are 96 MFD/Copiers that were used for making copies, scanning and faxing for the Orlando VA Medical Center (VAMC).

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

The Orlando VAMC is about to end a contract with Seminole Office Solutions for the lease and use of 116 MFD/Copiers throughout Orlando VAMC. 96 of the MFD/Copiers have hard drives and in accordance with privacy rules the hard drives must be removed and surrendered to the VA for proper disposal in order to eliminate personal information getting into the wrong hands, IT will not accept "wiping" the hard drives. The original contract does not include surrendering of hard drive.

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

Since the MFD/Copiers are leased from Seminole Office Solutions there is no other company that can perform the service because the government does not own the equipment and cannot have another company perform the removal nor will the company allow another company to remove the hard drives.

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

Market research was conducted and found that there are other companies capable of performing hard drive surrender. However, all the companies are not willing to remove hard drives from a device where another company owns the devices. Pricing will be compared to other companies that offer the same service.

**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:** 

**Date:** 10 Sept 2015

**Name:** Aaron J Muscat

**Title:** Assistant Chief Logistics Officer

**Facility:** Orlando VAMC

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

**Name:** Kory Stiles

**Title:** Contracting Officer

**Facility:** Orlando VAMC