

**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:**

656-15-4-050-0253

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

**1B. ESTIMATED AMOUNT:**

\$45,936.00

**2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:** Provide education and clinical training for Clinical Pastoral Education Program (CPE) Supervisory Education Students (SES), residents and interns in VISN 23.

**3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:** The Association for Clinical Pastoral Education, Inc. (ACPE) is the recognized organization accredited by the U.S. Department of Education (DOE) to accredit program of Clinical Pastoral Education (CPE). The Veterans Affairs Office of Academic Affiliations (OAA) funded CPE Residency positions require CPE programs to be accredited by Department of Education (DOE) per VHA Handbook Paragraph 18(a) Use of Student Trainees which states "Trainees (e.g., students or CPE residents) may be assigned to Chaplain Service to further their clinical education and to gain experience in a health care setting, providing they are enrolled in a program accredited by an organization recognized by the United States Department of Education. The VA Midwest Health Care Network (VISN 23) is accredited to offer Level I and II and Supervisory CPE programs by the ACPE.

**4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:** The Association for Clinical Pastoral Education, Inc. (ACPE) is accredited by the U.S. Department of Education (DOE). VHA requires CPE programs to be accredited by DOE. The Veterans Affairs Office of Academic Affiliations (OAA) funded CPE Residency positions require CPE programs to be accredited by DOE. The VA Midwest Health Care Network (VISN 23) is accredited to offer Level I and II and Supervisory CPE programs by the ACPE. No other vendors are accredited by DOE.

**5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:** On-line review of CPE organizations and providers existing knowledge base, confirmed by review of marketing information of CPE Organizations. Questions posed to organizations included: "Are you accredited by Department of Education (DOE)?" and "Do you intend to seek DOE accreditation?"

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