

**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.

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| <b>1. PURCHASE REQUEST OR REQUISITION NUMBER:</b><br>VA258-16-AP-0098/ 644-16-1-536-0002   | <b>1A. PROJECT/TASK NUMBER</b><br>N/A | <b>1B. ESTIMATED AMOUNT:</b><br>\$39,385.00 |
| <b>2. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:</b><br><br>Crucial Conversations Participant Toolkits and Audio Companions to be used in training during Fiscal Year 2016.  |                                       |   |
| <b>3. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:</b><br><br>Four Phoenix VA Healthcare System (PAVAHCS) staff members were trained as Certified Trainers to provide <i>Crucial Conversations</i> training to additional PAVAHCS staff. Participant Toolkits and Audio Companions for this training are only available through VitalSmarts® Company. |                                       |   |
| <b>4. REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE, WHICH CAN PROVIDE THE SUPPLIES OR SERVICES:</b><br><br>Kyle Moosmann, VitalSmarts® Sales Representative confirmed that the Participant Toolkits and Audio Companions for this training are only available through VitalSmarts® Company.   |                                       |   |
| <b>5. DESCRIPTION OF MARKET RESEARCH CONDUCTED AND RESULTS OR STATEMENT WHY IT WAS NOT CONDUCTED:</b><br><br>Kyle Moosmann, VitalSmarts® Sales Representative confirmed that the Participant Toolkits and Audio Companions for this training are only available through VitalSmarts® Company.  |                                       |   |
| <b>6. Contracting Officer's Certification:</b> <i>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.</i>  |                                       |   |
| <b>Signature:</b> Douglas Crowley 446500<br><b>Name:</b> <u>DOUGLAS J. CROWLEY</u><br><b>Title:</b> <u>Contracting Officer</u><br><b>Facility:</b> <u>SAO West/ V18 Contracting</u>  |                                       | <b>Date:</b> _____                          |