

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. ACQUISITION PLAN ACTION ID:

VA256-16-AP-3566

1A. PROJECT/TASK

No. VA256-16-C-0074
VA256-16-J-0597

1B. ESTIMATED AMOUNT:

\$10,840.86

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

Emergency Courier Service between the Overton Brooks VA Medical Center, Shreveport, LA and satellite facilities throughout the Shreveport/Bossier City metropolitan area. Service will be provided to VA and no-VA off site locations. Service requires daily round trip deliveries to each VA facility with on-demand service to non-VA facilities. All work to be done IAW the PWS. Items to be transported include interoffice mail, pharmaceuticals, supplies, samples, x-rays, specimens, patient records, oxygen, sterile instruments, and equipment that can fit into a half-ton panel van, and/or other items as required.

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

The incumbent contractor has trained staff and equipment on hand to maintain service continuity. An interim contract with the current contractor is necessary while the long-term contract is being solicited. Market research has confirmed the availability of competitive sources; however, any disruption in services would compromise mission capabilities and place OBVAMC operations a risk. It is highly improbable that any contractor other than the incumbent would be poised to assume these duties by the required date.

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

Royal Courier Service, a certified SDVOSB, is the incumbent contractor. The company currently has all equipment, facilities and human capital in place and is performing the required duties at a satisfactory level. Corporate staff are trained and fully mission capable. As previous stated, service continuity will be disrupted if the proposed action is not implanted.

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

In accordance with FAR part 10 the CO has performed market research for the new long-term contract. Data collected from that effort is deemed recent and relevant to this effort; therefore, no additional market research efforts will be conducted.