

**JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW [FAR 13.106-1](#)**  
**(OVER MICRO-PURCHASE THRESHOLD(\$3K) BUT NOT EXCEEDING THE SAT (\$150K))**  
**For Brand Name Only Competition**

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:**

VA250-17-AP-4326

**1A. PROJECT/TASK No.**

N/A

**1B. ESTIMATED AMOUNT:**

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

Kubota-brand Utility Vehicle

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

The Tomah VA Medical Center, Facilities Services, Roads & Grounds Department is requesting two Utility Vehicles to perform grounds work and snow removal on the 170-acre medical facility. The facility owns eight (8) Kubota-brand utility vehicles and has approximately \$20,000.00 worth of replacement parts on-hand.

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

This is procurement will be competed for brand-name only. Purchasing a Kubota-brand Utility Vehicle is in the best interest of the Government because the facility's employees are familiar and trained on the equipment, has replacement parts on-hand, and purchasing another brand would require re-familiarization and potential increased costs and risk.

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

Market research consisted of a search in the *GSA Advantage!* catalog, FPDS, and a Sources Sought notification posted to the open market for a period of eight (8) days. A Sources Sought notification was posted for a period of eight (8) days to determine if there are any Veteran-Owned Small Businesses (VOSBs) or Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) available to fulfill the requirement. Six (6) responses were received, three of which can provide the equipment on a "Brand Name Only" basis. Two of the responses were from SDVOSBs. The third response which can provide Brand Name Only equipment is a VOSB. All vendors were verified on VetBiz. It is determined this procurement will be fulfilled by requesting a quote on the Open Market IAW 13.104(b) and award to the offeror representing the best value with a 100% Service Disabled Veteran-Owned Small Business set-aside to maximize competition among responsible vendors.

**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. Note: COs are required to make a determination of price reasonableness IAW FAR 13.106-3. See the [Commercial Supply and Service SOP](#) for Price Reasonableness templates.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** Alea Barnes

**Title:** Branch Chief - Equipment

**NCO:** 12