

JUSTIFICATION FOR SINGLE SOURCE AWARDS IAW [FAR 13.106-1](#)
(OVER MICRO-PURCHASE THRESHOLD(\$3.5K) 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:
VA261-17-AP-9325

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

1B. ESTIMATED AMOUNT:

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

TRAINING MATERIALS AS FOLLOWS:

Three (3) 2.0 Renewal Site Fees (50 flyers, 20 table tents, 10 posters, nine minute recruiting DVD, 25 TABE booklets, 30 Scantron score sheets, Coach access to online system for one year from class start date and Outcomes assistance and technical support – available for 10 months from start date).

One (1) Coach Facilitator Guide, Modules 1-12, 12 DVDs with DVD case, one copy of supplemental student texts, one copy of Student Workbooks and CLP booklet, and book bag.

Forty-six (46) SAW 2.0 Student Packages (workbooks, career learning plans, pocket dictionaries, medical terminology reference guides, DISC preview assessments, binders, highlighters, calculators, and online licenses for one year from class start date).

Two (2) ECHO 2.0 Renewal Site Fees (50 flyers, 20 table tents, 10 posters, nine minute recruiting DVD, 25 TABE booklets, 30 Scantron score sheets, Coach access to online system for one year from class start date and Outcomes assistance and technical support-available for 10 months from start date).

Twenty (20) ECHO 2.0 Student Packages (workbooks, career learning plan, medical terminology reference guides, DISC preview assessment, binder, highlighter, and online licenses for one year from class start date).

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

Market Research indicates that Catalyst Learning is a Sole Source vendor and at this time the only known vendor who provides an "all-in-one" program that uses the blended learning system of online coursework, DVD Classroom Sessions, and participants workbooks. The uniqueness of the package is due to several factors:

- The program does not require tailoring or any preparatory input from NCO 21 staff.
- A key element is the individual Career and Learning Plan (CLP) for each participant. The CLP format has been enhanced to be consistent with Level One Core Competencies and helps employees prepare for the Personal Development Plan (PDP) process.

- This program was originally recommended by VHA EES; a search was conducted for other vendors and there were no other vendors offering the same program which included online, supplies, and training.
- This vendor is the only one that can provide the type of training materials that would achieve the VA's desired outcome. Other vendors contacted were unable to provide all elements required for this program.
- The vendor has two programs; SAW and ECHO that assists entry level personnel to develop computer and organizational skills. This is the only vendor able to provide both programs.

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

A search was conducted for similar products on GSA Advantage and commercial search engines. There were companies that provided similar training, and those that did offer some form of career development training did not have on-line coursework or DVD classroom sessions as required by VA. Catalyst Learning also offers the Expanding Your Career and Healthcare Opportunity (ECHO), which meets the requirement for mid-level healthcare employees and puts them on nursing, clinical or management pathways.

5. 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: _____

Title: _____ **NCO:** _____