



## SOLE SOURCE JUSTIFICATION

1. Requisition Number (FAR 6.303-2):
2. Requesting Department (FAR 6.303-2):
3. Contracting Activity (FAR 6.303-2):
4. Identity of person(s) preparing justification (SUPARS 6.303-2):
5. A brief description of intended use or application (FAR 6.303-2):
6. The critical or unique features which are mandatory in its intended use or application that limit their availability to single source. The NECESSITY for these features should be clearly indicated. Minimum essential requirements must be stated (FAR 6.303-2):
7. A statement that no other known product possesses one or a combination of all the required critical features. This statement should elaborate on the steps taken which led to the conclusion that only a particular source or product can meet the requirement. (i.e., market survey\*, investigation of sources) (FAR 6.303-2):
8. The existence of patent, copyright, or limiting features:
9. Discuss, briefly, why the government does not have a specification and why it cannot write one for this procurement. Discuss also the actions, if any, the agency may take to remove or overcome any barriers to competition before any subsequent acquisitions for the supplies or services required. (FAR 6.303-2): N/A

\* Market survey - a good faith effort to contact at least two vendors who can provide the same or similar goods or services as the suggested vendor. Results of the survey should be provided: the names and phone number of the vendors contacted, and the reasons why the vendors cannot meet the requirements (thus resulting in the sole source justification)

### Sole Source Justification

The Supporting Document should include an answer to the following questions if applicable:

- What is the reason no one else can provide this supply or service?

(Identify the proposed contractor's unique qualifications or why we must use this unique product and /or service.)

- Explain why only this item/service will satisfy the government's need.
- Is there a legal reason, such as copyright or proprietary data, to require this unique acquisition? If so identify what it is.
- See the requirements below in FAR 303-2(a) to insure you have covered the statutory requirements for sole sourcing an acquisition:

## FAR REQUIREMENTS FOR SOLE SOURCE

- FAR 6.302 indicates the authorities for sole-source procurements. Each FAR section listed below describes in detail the conditions under which a sole-source procurement is authorized.

6.302-1 Only one responsible source and no other supplies or services will satisfy agency requirements.

- FAR 6.303-2 (a) describes the content each justification shall contain. For COTR's, the most important paragraphs are:

1. (3) A description of the supplies or services required to meet the agency's needs (including the estimated value).
2. (4) An identification of the statutory authority permitting other than full and open competition.
3. (5) A demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited
4. (6) A description of efforts made to ensure that offers are solicited from as many potential sources as is practicable, including whether a notice was or will be publicized as required by Subpart 5.2 and, if not, which exception under 5.202 applies.
5. (8) A description of the market research conducted (see Part 10) and the results or a statement of the reason market research was not conducted.
6. (9) Any other facts supporting the use of other than full and open competition, such as:
  - (i) Explanation of why technical data packages, specifications, engineering descriptions, statements of work, or purchase descriptions suitable for full and open competition have not been developed or are not available.
  - (iii) When 6.302-2 is cited, data, estimated cost, or other rationale as to the extent and nature of the harm to the Government.
7. (10) A listing of the sources, if any, that expressed, in writing, an interest in the acquisition.
8. (11) A statement of the actions, if any, the agency may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required.

- Finally, FAR 6.303-2 (a) states that each justification shall include evidence that any supporting data that is the responsibility of technical or requirements personnel (e.g., verifying the Government's minimum needs or schedule requirements or other rationale for other than full and open competition) and which form a basis for the justification have been certified as complete and accurate by the technical or requirements personnel.

The attached Sole Source Supporting Document must be signed and dated by the person who prepared them and by the Chief of the Service.

Sole Source Justification  
Supporting Document

Requesting Service: \_\_\_\_\_

Title: \_\_\_\_\_

Description or narrative (use as much space as necessary)

Each supporting document will close with the following two certifications:

1. Technical requirements personnel certification

I hereby certify that the data and information are accurate and complete to the best of my knowledge and belief.

I further certify that this request is not the result of lack of advanced planning or a desire to expend funds while those funds are still available.

Signed \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Technical Staff Printed Name

2. Service Chief Certification

I confirm that this information is accurate and complete.

Signed \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Service Chief