**Name of Agency/Organization/Program**

**MEMORANDUM FOR RECORD FROM**: Name of Agency/Organization/Program

**SUBJECT**: Determination & Finding – HUBZone Sole Source in accordance with FAR 19.306

**Date**

1. **Finding:**

There is not a reasonable expectation that offers will be received from two or more HUBZone small businesses. Businesses with HUBZone designations have been solicited previously for projects of this nature; minimal to no response, with even less interest in attending a site visit.

Anticipated price of contract will not exceed dollar values listed in FAR 19.1306(a)(2)

Requirement is not currently being performed by an 8(a) participant.

Acquisition is greater than Simplified Acquisition Threshold.

HUBZone small business concern selected has been determined a responsible contractor with  respect to performance. Contractor has an established solid past performance with Name of Agency/Organization/Program.

Award will be made at a fair and reasonable price.

**2. Determination:**

Based on the above findings, it is determined in the best interest of the Government to negotiate and award contract to selected HUBZone small business concern.

Cy to: Procurement Case File for Purchase Request No: XXXXXXXXXX