**Name of Agency/Organization/Program**

**Justification and Approval for Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements**

1. **This document constitutes justification and approval for only one responsible source for the acquisition described herein, under the authority of FAR 6.302-5. It is executed on behalf of the Name of Agency/Organization/Program.**
2. **Nature and description of action being approved.**

Name of Agency/Organization/Program has requested brief description of services required.

1. **Description of supplies or services required to meet the Agency’s needs.**

The products and services to be obtained (total estimated cost: $XXXX) are required for the following reasons:

Brief summary of circumstances that are driving the requirement to sole source.

1. **Identification of statutory authority permitting only one responsible source.**

FAR 6.302-5(b)(5), Authorized by statute (HubZone sole source).

1. **Demonstrate that the nature of the acquisition requires use of the authority cited.**

Due to current base Contracting office and Name of Agency/Organization/Program constructs (e.g. low manning and experience, aggressive program schedule, access to needed subject matter expertise), to compete this requirement through normal full and open competition procedures requires adhering to official Source Selection process (extremely time-consuming and administrative process). In order for the government to obtain required construction services in a timely manner, negotiating and award to a qualified Hubzone contractor with a solid past performance record has been determined the most time and cost-effective solution.

**6. Description of efforts made to ensure that offers are solicited from as many potential sources as is practicable, including whether a CBD notice was or will be publicized as required by Subpart 5.2, and if not, which exception under 5.202 applies.**

The market research revealed that two or more HUBZone concerns were not available to perform the work required.

The proposed action (and this justification) will be posted to the applicable government point of entry (FBO).

**7. Determination by the contracting officer that the anticipated cost to the government for the proposed acquisition will be fair and reasonable.**

The cost to the Government will be determined fair and reasonable, based on the following:

1. FAR 13.106-3(a)(2)(i) – market research (applicable material costs)
2. FAR 13.106-3(a)(2)(ii) – previous purchases (in relation to labor rates)
3. FAR 13.106-3(a)(2)(vi) – independent government estimate

**8. Description of market survey conducted and the results or a statement of the reasons that a market survey was not conducted.**

Selected contractor is a certified HubZone business with a very solid past performance record with this base (as well as Ohio SBA) regarding recent, applicable projects.

**9. Any other facts supporting the use of only one responsible source of supply. None. 10. A listing of sources, if any, that expressed, in writing, on interest in the procurement.**

None.

**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.**

None. Soliciting and awarding to qualified contractors with HubZone business designation is highly encouraged.

**12. Technical requirements personnel certification.**

Base Contracting Officer has made this determination, based on all related acquisition factors (see signature below).

CONTRACTING OFFICER CERTIFICATION

I certify that this justification is accurate and complete to the best of my knowledge and belief.

//SIGNED//  Contracting Officer Signature

Name, Title, Office, Phone #, Date