

**SIMPLIFIED ACQUISITION PROCEDURES (SAP)  
JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (J&A)**

SOLICITATIONS MAY BE LIMITED TO ONE SOURCE ONLY IF THE CONTRACTING OFFICER DETERMINES THAT ONLY ONE SOURCE IS REASONABLY AVAILABLE. THIS DETERMINATION MUST BE SUPPORTED WITH FULL JUSTIFICATION FOR SOLE SOURCE FROM THE CUSTOMER. WHEN THE CUSTOMER DESCRIBES AN ITEM WITH A PURCHASE DESCRIPTION WHICH LIMITS THE AVAILABILITY TO ONE SOURCE. THE JUSTIFICATION MUST EXPLAIN WHY THE ITEM IS THE ONLY ONE THAT WILL MEET THE GOVERNMENT'S REQUIREMENT. STATEMENTS SUCH AS "ONLY KNOWN SOURCE" OR "ONLY SOURCE WHICH CAN MEET THE REQUIRED DELIVERY DATE" ARE INADEQUATE TO SUPPORT A SOLE SOURCE PURCHASE. THE CUSTOMER SHALL PROVIDE THE FOLLOWING INFORMATION:

PURCHASE REQUEST OR REQUISITION NUMBER	PROJECT / TASK NUMBER	ESTIMATED AMOUNT (OVER \$2,500 BUT NOT EXCEEDING \$100,000)
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BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED, AND ITS INTENDED USE.

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

REASON THAT SUGGESTED SOURCE IS THE ONLY SOURCE WHICH CAN PROVIDE THE SUPPLIES OR SERVICES.

EXPLAIN WHY AN ADEQUATE PURCHASE DESCRIPTION OR OTHER INFORMATION SUITABLE TO SOLICIT BY FULL AND OPEN COMPETITION HAS NOT BEEN DEVELOPED OR ARE NOT AVAILABLE.

PROVIDE A STATEMENT OF ACTIONS, IF ANY, THE GOVERNMENT MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS TO COMPETITION BEFORE FUTURE ACQUISITIONS ARE REQUIRED.

SIGNATURE AND TITLE OF CUSTOMER	CODE	TELEPHONE NUMBER	DATE
SIGNATURE OF CONTRACTING OFFICER	CODE	TELEPHONE NUMBER	DATE

For orders placed under FSS – prepare sole source justifications using FAR Part 6.303-2 and cite the Authority of Section 201 of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 501).