

**SOLE SOURCE JUSTIFICATION**  
**MANDATORY TEMPLATE FOR FEDERAL PROCUREMENTS UNDER THE SIMPLIFIED ACQUISITION THRESHOLD**

1. Estimated Dollar Value:
2. Anticipated Period of Performance:
3. Does the anticipated Period of Performance include option years? If no, explain.
  
4. Sources Sought Notice posted to Contract Opportunities and attached to this document?  
Yes            No
5. Market Research conducted and attached to this document? If not, explain.
  
6. Is this a new requirement or a follow-on to an expiring award?  
New requirement                      Follow-on to an expiring award
7. Describe the requirement. Please note that the requirement is the minimum acceptable specification or capability, and is not necessarily the best in the industry. *Please note whether any additional follow-on work is anticipated in response to the current proposed effort.*
  
8. List the proposed vendor and contact information.
  
9. Describe why the proposed vendor is the only vendor from which the requirement can be obtained. Examples of acceptable justifications include but are not limited to: sole manufacturer and seller, adherence to warranty provisions, urgency, etc. If other vendors can provide similar products or services, describe why they cannot meet our particular requirement.

**10. Certification:**

I hereby certify that the information provided above is accurate and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Technical Representative

\_\_\_\_\_  
Date

**11. CO Certification:**

I hereby determine that the circumstances of this procurement action deem only one source reasonably available. Also, the quoted price is determined to be fair and reasonable as documented on the SAP e-File Checklist and Award Summary.

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date