

JUSTIFICATION FOR SOLE SOURCE AND/OR URGENT PURCHASE (OVER \$100,000)

FISCPS 4200/64 (REV. 9-02)

COMPLETE THIS FORM IN ITS ENTIRETY, EVEN IF THE RESPONSE IS "NOT APPLICABLE".

1. REQUIRING ACTIVITY.

2. DESCRIPTION OF CONTRACT ACTION.

- a. State if procurement is:
- (1) Urgent Competitive (not sole source)
 - (2) Non-Urgent Sole Source
 - (3) Urgent Sole Source

Note: Dealer competition (different dealers offering the product of the *same manufacturer*) is sole source.

- b. For urgent, non-sole source requirements, provide the name, address, and phone/fax numbers of all known providers of the required product, preferably a minimum of three manufacturers. (Although the contracting office maintains a list of sources, it is best to provide sources you know can provide what is needed so that valuable time is not wasted in soliciting and evaluating offers from companies who cannot meet your needs.)
- c. For sole source requests, provide the contractor name, point of contact, address and phone/fax numbers. If a sole source manufacturer distributes via dealers, provide dealer information here.

3. DESCRIPTION OF SUPPLIES/SERVICES, ESTIMATED DOLLAR VALUE AND DELIVERY REQUIREMENTS. Give a short description of the item or service required, the estimated cost, and required delivery date. (Sole source and urgency information is not needed here).

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5. **MARKET SURVEY.** A market survey is simply finding out which companies can provide what you're looking for, whether by searching for sources over the internet, reviewing product literature, or contacting sources over the phone.

- a. Describe any market survey conducted. Include companies contacted and the information they provided that confirmed the urgent/sole source requirement.
- b. If sole source is based on proprietary data, a statement to that effect is all that is required in response to this block.

6. **ADDITIONAL FACTS.** This applies primarily to sole source requirements, but any additional information supporting urgency not previously addressed elsewhere in the document can be included in this section.

- a. State the cost to the government to develop competitive specifications for the proprietary item. Include estimated labor categories and estimated labor hours spent in reverse engineering and time spent in generating and approving the drawings and/or specifications.
- b. If it is impossible for the government to develop competition specifications, state that and indicate why.

7. **FUTURE COMPETITION.** Provide information on the steps you are taking to insure that the next time you need the item, it will not be an urgent or sole source procurement.

8. **INFORMATION TECHNOLOGY (IT) APPROVALS.** This only applies to procurements for IT equipment (i.e. computers, printers, modems, etc.) The contract specialist will assist in identifying the documentation requirements.

9. **DOCUMENTATION OF REVIEW OF SPECIFICATIONS FOR SPARE AND REPAIR PARTS.** If the procurement is for spare or repair parts, include a statement that the specifications have been reviewed and meet the minimum functional requirements of the government.

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CERTIFICATIONS

I CERTIFY THAT THE SUPPORTING FACTS AND REPRESENTATIONS UNDER MY COGNIZANCE, WHICH FORM THE BASIS FOR THIS JUSTIFICATION, ARE COMPLETE AND ACCURATE.

Technical Cognizance (End User)

Name and Title

Code

Phone

Date

Signature

Requirements Cognizance (2 Levels Higher)

Name and Title

Code

Phone

Date

Signature

REQUIRING ACTIVITY COMPETITION ADVOCATE

(Review required if such an individual has been assigned by the requiring activity.)

Name and Title

Code

Phone

Date

Signature