

Template for Justification for Other Than Full and Open Competition (JOFOC)

MEMORANDUM

To: The File

From: USAID Contracting Office (Executive Office or Director's Office)

Date: _____

Subject: Justification for Other Than Full and Open Competition for _____

This memorandum documents the rationale behind my previous decision to limit competition to _____.

Pursuant to 40 U.S.C. § 113, 41 U.S.C. § 253 et seq., and the authority provided under the Action Memorandum approving Expedited Acquisition and Assistance Procedures for Activities and Programs Related to USAID's Avian Influenza Emergency Management and Response Efforts, executed by the Administrator on _____ (see attached "Action Memorandum"), acquiring the _____ [identify goods or services] under this contract on an other than full and open competitive arrangement is warranted.

[Details on the specific procurement] [Estimated contract price ceiling] [Description of efforts made to ensure that offers are solicited from as many potential sources as practicable. If a notice is not publicized, cite AIDAR 705.202(b).].

I find the Government estimate to be fair and reasonable based on [explain basis for this finding]. [Statement of how market research conducted as applicable – include a list of sources, if any, that expressed in writing an interest in the acquisition].

[State actions, if any, USAID may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required.]

The requirement for technical certification of the facts stated herein has been fulfilled through the issuance of the Action Memorandum and this Memorandum.

Attachment 1 – Expedited Acquisition and Assistance Procedures for Activities and Programs Related to USAID’s Avian Influenza Emergency Management and Response Efforts_____

Clearance:

(GC or RLA) _____ Date _____