



### OPEN MARKET SIMPLIFIED ACQUISITION MEMORANDUM

Requisition No.	Purchase Order No.
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#### A. Availability From Mandatory/Preferred Sources

- USGS Stock:       not available       similar items do not meet needs\*
- UNICOR:           not available       waiver in file       not competitive - market research in file
- NIB/NISH:         not available
- GSA Schedules     considered (documentation not required if not considered)
- \* explain: \_\_\_\_\_

#### B. Availability From Small Business Sources

*(note for offices in SBA pilot regions, separate documentation may be required regarding very small business set-aside)*

- Awarded to small business
- Not awarded to small business because:
- No SB sources located       SB price(s) not reasonable       Other (explain) \_\_\_\_\_

#### C. Special Approvals and Certifications *(check if applicable and document the file accordingly)*

- IT/T       Space       Reprographic equipment       Printing       Temporary services

#### D. Documented Price Reasonableness

1.  Documentation not required for awards under \$2,500 (FAR 13.202)
2.  Competitive quotes received, see competition worksheet.
3.  Only one response received. Price determined reasonable based on the following: (FAR 13.106-39(a)2)
  - a.  Commercial catalog/price list (including consideration of actual selling price and discounts offered)
 

Date of catalog/price list \_\_\_\_\_ Discount offered \_\_\_\_\_

Best discount given to other customers within past year \_\_\_\_\_
  - b.  Comparison with prior purchase of similar item(s):
 

Vendor \_\_\_\_\_ Order No. \_\_\_\_\_ Order Date \_\_\_\_\_

Quantity purchased \_\_\_\_\_ Unit price \_\_\_\_\_

Basis for determining prior price reasonable \_\_\_\_\_
  - c.  Market research – Comparison with a similar item in related industry or item from other manufacturers:
 

\_\_\_\_\_

\_\_\_\_\_
  - d.  Other (set forth specific reason, e.g. cost breakdown/analysis, comparison with independent technical estimate, etc.)
 

\_\_\_\_\_

\_\_\_\_\_

Signature of Buyer	Date
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**E. Reasons for Soliciting Only One Source**

Unique qualifications/capabilities of source/product:

Efforts to locate additional, reasonably available sources:

Additional comments:

**APPROVED:**

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Contracting Officer

Name: \_\_\_\_\_