

SIMPLIFIED ACQUISITION PROCEDURES
BRAND NAME JUSTIFICATION
(ORDER GREATER THAN MICRO-PURCHASE THRESHOLD, CURRENTLY
\$3,000, BUT LESS THAN SIMPLIFIED ACQUISITION THRESHOLD,
CURRENTLY \$150,000)

This document is prepared in accordance with the requirements of FAR 11.105(a)(1) and FAR 13.106-3(b) (3)(i).

“Agency requirements shall not be written so as to require a particular brand name, product, or feature of a product, peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company unless –

(a) The particular brand-name, product, or feature is essential to the Government’s requirements, and market research indicates other companies’ similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency’s needs. . .”

1. Purchase Request number: **(if known)**
2. Description of supplies and/or services: (Describe the supplies or services to be purchased and give an estimated or actual cost.)
3. Proposed contractor: (Include address, point of contact and phone numbers.)
4. Reason the proposed contractor is the only source reasonably available: (Fully explain why the chosen product and/or vendor are the only ones that meet your needs.)
5. Will these same supplies and/or services be needed again? Yes or No. (If yes, describe the efforts taken to determine if other products or vendors can meet your future needs. Explain your methods of market research and your results. Discuss your plans to obtain competition for future requirements.)
6. Price reasonableness: (Describe the basis for determining that the price is fair and reasonable. This can be based on your market research, current price lists, catalogs, comparisons to similar items in the same or a related industry, and comparison to prices found reasonable on previous purchases. If obtaining services from a uniquely qualified professional, use the internet (or other sources) to find out what other professionals in the same (or a similar) field charge for similar services.)
7. Technical Certification: The information provided in this request is accurate and complete to the best of my knowledge and belief.

Signature: _____ Date: _____

Typed Name and Title:
Organization/Division:

PR #:
Description:

CONTRACTING OFFICER'S DETERMINATION

Based on the information provided above, in accordance with FAR 11.105(a)(1) and FAR 13.106-1(b)(1) I hereby determine that the proposed source is the only source reasonably available. Further, in accordance with FAR 13.106-3(a)(2) I hereby determine that the price of this order is fair and reasonable.

Signature: _____ Date: _____
Contracting Officer