

Source and Price Justification

SECTION I



(Section I-A MUST be completed by the requestor and, if applicable, Section II, before procurements valued at or above \$3,500 can be processed.)

Requestor: Item(s): Date:

A. BASIS FOR AWARD - (check applicable box)

- Single/Sole Source: Complete** Single/Sole Source Justification AND fill out **Section II**.
- Competitive (includes GSA Schedule purchases):** Competitive Analysis and Sections B & C below will be completed by Contracts and Procurement.

Competitive Analysis (Quotes, Price Lists, GSA Schedule pages, or other supporting documentation **must** be attached):

VENDOR QUOTING	AMOUNT OF QUOTE	REMARKS
Preferred Vendor:		

B. PRICE JUSTIFICATION (which ever applies - check box and explain):

- Comparison of proposed prices received in response to the solicitation.** Adequate price competition establishes price reasonableness. See Competitive Analysis above. If choosing other than "low bidder", explain why.

- Comparison of previously proposed prices and previous contract prices with current proposed prices for the same or similar items.** Both the validity of the comparison and the reasonableness of the previous price(s) have been established.

Previous PO # (if applicable):	
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- Comparison with competitive published price list, published market prices of commodities, similar indexes, and discount or rebate arrangements.** (Published price list is attached). The type and date of price list used:

Independent Cost Estimate:	

- Comparison of proposed prices with prices obtained through market research for the same or similar items. (Price List Schedule pages, or other supporting documentation must be attached):**

VENDOR QUOTING	AMOUNT OF QUOTE	REMARKS
Preferred Vendor (Bidder):		

If choosing other than low price, explain why)

- Requestor Detailed Analysis of attached pricing information provided by the offeror.** (Detailed analysis must be attached).

C. RESPONSIBILITY AND BUYER CHECKS (To be completed by Contracts and Procurement)

- I certify that the prospective contractor is responsible** and that the chosen firm has the capability in all respects to perform fully the contract requirement and has the integrity and reliability to assure good faith performance, and that **based on the above, the price is considered fair and reasonable. Notes:**

- All required Representations and Certifications are acquired
- All Bid or Single/Sole Source Documentation is attached
- All Price Justification and Supporting Documentation is attached.

Contracts and Procurement Signature: _____

Date: _____

Revision Date: 05/20/2016

Single or Sole Source Justification

SECTION II

This form must be used as justification for a purchase from a single or sole source without open competition when the purchase amount is \$3,500 or above. Sole Source Justifications are not to be used to circumvent normal purchasing procedures. They are to be used only as an exception when all attempts to pursue competitive purchasing practices have failed.

STATUTORY JUSTIFICATION: (Select the appropriate statutory justification and complete all associated blocks. Attach additional pages as required.)

- A. Only one responsible source and no other supplies or services will satisfy agency requirements as described below** (pick one and provide associated details).

- Continued development or production of a major system or highly specialized equipment (including major components thereof and it is likely that award to any other source would result in substantial duplication of cost or unacceptable delays in fulfilling the following requirements (include detail of the existing system and it's approximate dollar value, as well as what the unique properties are that make this the only product compatible with existing material or research):

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- Original source (as in the case of follow-on contracts) for the continued provision of highly specialized services when it is likely that award to any other source would result in substantial duplication of cost or unacceptable delays in fulfilling the following requirements: (include detail of the service already provided and it's approximate dollar value, as well as what the unique properties are that make this source the only one capable of continuing the service or research):

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Original PO # (if applicable):	
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- Supplier offers the following unique and innovative concept, or, demonstrates the following unique capability/service not otherwise available:

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Original PO # (if applicable):	
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- B. The existence of limited rights in data, patent rights, copyrights, or secret processes; the control of basic raw material; or similar circumstances, make the supplies and services available from only one source** (however, the mere existence of such rights or circumstances does not in and of itself justify the use of this authority). Description of these data restrictions and why they necessitate a sole source award is as follows:

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- C. To establish or maintain an essential engineering, research, or development capability** to be provided by an educational or other nonprofit institution or a federally funded research and development center; or to establish or maintain an essential capability for theoretical analyses, exploratory studies, or experiments in the field(s) of science or technology as described below:

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D. Unusual and compelling urgency. NRAO's need for the supplies or services is of such an unusual and compelling urgency that the effort would be seriously impaired unless NRAO is permitted to limit the number of sources from which it solicits bids or proposals and delay in award of a contract would result in serious injury, financial or other, to the Government effort. (Note: lack of proper planning does not constitute "compelling urgency" -- this reason should be the exception, not the norm.) If this line is "checked" the following information **must** be provided:

1. What advance planning was undertaken to identify the need for the stated services or supplies? If none, state why none was done, and how the absence of such planning has not resulted in the restriction of the purchase to the single source.

2. What actions are being taken to ensure future acquisitions of these services or supplies are made competitively? (If the requirement is for a one-time purchase with no future buys anticipated, the preparer should so state.)

3. When are the supplies/services actually required?

**PROVIDE ADDITIONAL COMMENTS
HERE:**

Completed by:

Signature Field _____

Date: _____

Printed Name: _____

Print Form

Revision Date: 05/20/2016