

**SINGLE SOURCE TEMPLATE**  
(For Simplified Acquisitions < \$150,000)

**1. DESCRIPTION OF THE SUPPLIES/SERVICES REQUIRED**

**2. JUSTIFICATION FOR SOLICITING FROM A SINGLE SOURCE**

**3. EFFORTS TO OBTAIN COMPETITION**

**4. STEPS TO PRECLUDE FUTURE SINGLE SOURCE AWARDS**

**5. Other Factors:**

**6. CONTRACTING OFFICER'S DETERMINATION**

I have determined, in accordance with [FAR 13.106-1\(b\)\(1\)](#), that the circumstances of this contract action deem only a single source is reasonably available.

(Commander's Signature)  
(Duty Title)

1<sup>st</sup> Ind, 82 CONS/LGCA

The above justification is accurate and complete to the best of my knowledge and belief.

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