



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

MEMORADUM FOR 82 CONS/LGCA

FROM: (Requiring Agency)

SUBJECT: Sole Source Requirements Justification

**1. Description of the Supplies/Services:** *A brief non-technical description of those salient physical, functional and performance characteristics of the the supplies/services to be acquired. Also include the estimate dollar value.*

**2. Efforts to Obtain Competition:** *Describe all efforts taken (or to be taken) to ensure offers are solicited from as many potential sources as practicable. For example, did your market research identify any other company(s) that can provide your required product or service or was a sources sought synopsis issued by contracting to try to find another source? Is there some reason such as proprietary data rights that precludes competition?*

**3. Market Research:** *A statement of actions taken to preclude the necessity for future sole source acquisition of the same supplies/services. (Market research is any effort undertaken to determine if sources capable of satisfying the agency's requirements exist and to determine if commercial items or non-developmental items are either available or can be modified so that they will satisfy the agency's needs. Market research should be focused not only on identifying alternate sources, but also on alternate equipment or substitutes that might fill the government needs with only minor modification. Regardless of the approach used, the results should provide a high level of confidence that no other qualified sources exist.)*

**4. Other Factors:** *Provide any other facts supporting the use of sole source, including an explanation of why technical data packages, specifications, engineering descriptions, statements of work, statements of objectives, or purchase descriptions suitable sole source have not been developed, are not being developed, are not being used, or are not available*

**5. A Statement Of The Actions, If Any, The Agency May Take To Remove Or Overcome Any Barriers To Competition Before Making Subsequent Acquisitions For The Supplies Or Services Required.** *Describe any actions taken or to be taken to foster competition for **future** acquisitions of the supplies or services being acquired. Describe potential actions that could be undertaken to remove the barriers to competition that have been identified in the justification and include a milestone schedule for accomplishing these actions. a clear, concise statement of the facts justifying the award of a sole source contract. If the justification involves urgent and compelling circumstances, then the time constraint and the reason why only one contractor can meet the requirement should be explained; and/or if the justification is the unique capabilities possessed by only one contractor, then state the reasons why no other contractor has*

*or can obtain these capabilities and why these capabilities are essential for contract performance*

(Commander's Signature)  
(Duty Title)

1st Ind, 82 CONS/LGCA

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

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