



United States
Department of
Agriculture

Office of the
Assistant
Secretary for
Departmental
Management

Management
Services

Procurement
Operations
Division

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ACQUISITION OPERATING PROCEDURE (AOP)

FROM: Scott C. Wolz *Scott C. Wolz* **JAN 19 2011**
Acting Chief, Procurement Operations Division

SUBJECT: AOP No.10: Justification and Approvals - Simplified Acquisition Procedures

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide a standardized format of a Justifications and Approvals for Simplified Acquisition Procedures prescribed in the Federal Acquisition Regulation (FAR) 6.304(a)(1), Other Than Full and Open Competition for proposed contract actions up to the simplified acquisition threshold of \$150,000.

◆ **AUTHORITIES:** FAR 6.304(a)(1).

<u>Approving Official</u>	<u>Dollar Threshold</u>
Contracting Officer	up to \$150,000

◆ **PROCEDURES:**

The Contracting Officer will ensure the Technical/Program Official or Point of Contact complete, review changes made to and approve the Justification and Approval - MINI (Attachment).

**JUSTIFICATION AND APPROVAL – SIMPLIFIED ACQUISITION PROCEDURE FOR
OTHER THAN FULL AND OPEN COMPETITION**

Pursuant to FAR 6.304(a)(1), the justification must contain sufficient facts and rationale to justify the use of the authority. This justification will be posted on the Federal Business Opportunities within 14 days of contract award for Only One Responsible Source or within 30 days of contract award for any other authorities cited in Item # 4.

1. Contracting Office: _____

2. Description of Action:

Requirements: New Repeat
Pricing: Firm-Fixed Price Time & Materials Cost

3. Name of Suggested Contractor: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ - _____ - _____

4. Description of the Supplies or Services:

5. Authority Cited: (Check one authority that applies)

- Only one responsible source and no other supplies or services will satisfy the agency requirements: (10 USC 2304(c)(1) or 41 USC 253(c)(1); FAR 6.302-1).
- Unusual and compelling urgency: (10 USC 2304(c)(2) or 41 USC 253(c)(2); FAR 6.302-2).
- Industrial mobilization, engineering, developmental, or research capability; or expert services: (10 USC 2304(c)(3) or 41 USC 253(c)(3); FAR 6.302-3).
- National Security: (10 USC 2304(c)(6) or 41 USC 253(c)(6); FAR 6.302-6).
- International agreement: (10 USC 2304(c)(4) or 41 USC 253(c)(4); FAR 6.302-4).
- Sole source acquisition of certain commercial items under the test program: (41 USC 428(a); Section 4202 of the Clinger-Cohen Act of 1996; or FAR 13.501(a)(1)(ii)).
- Federal Property and Administrative Services Act of 1949: (40 USC 501, Section 201; FAR 8.405-6).

6. Reason for Authority Cited: (State why this is the only source to provide the required supplies or services)

- Services can only be provided from the original source as this is a follow-on requirement for the continued provision of highly specialized services.
- Award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition.
- Supplies or services are needed immediately to satisfy mission requirements.

Additional Information:

- a. What harm will come to the Government if the desired supplies or services are not provided on time?

- b. What harm will come to the Government if the desired contractor does not receive the award?

7. **Action to Increase Competition:** *(State what actions will be taken to increase competition before subsequent acquisition of the supplies of services is required)*

8. **Market Research/Survey:** *(Describe the extent of the market survey conducted to identify qualified sources and the results thereof. "Market Survey" is attempts you made to ascertain whether other qualified sources exist. The survey may consist of written, telephonic, or World Wide Web inquires)*

9. **Procurement History:**

Previous Contract Number: _____

Previously Competed: N/A No Yes

Previous Authority for Other Than Full & Open Competition: _____

CERTIFICATIONS:

10. **Technical Certification:** (I certify that the supporting data under my cognizance included in this Justification are accurate and complete to the best of my knowledge and belief)

Technical /Program Official Signature: _____ Date: _____

Position Title (*Division Chief, higher*): _____ Email: _____

11. **Fair and Reasonable Cost Determination:** (I hereby determine that the anticipate cost for this proposed contract action will be fair and reasonable)

- Justification Approved
- Justification Disapproved

Contracting Officer Signature: _____

Date: _____