

Justification for Non-Competitive Procurement
(Sole Source Justification)

Paragraph 1 - A brief description of the program and what is being contracted for

Paragraph 2 - Explanation of why it is necessary to contract non-competitively, to include the following

1. Expertise of the contractor
2. Management
3. Responsiveness
4. Knowledge of the program
5. Experience of his personnel

Paragraph 3 - Time Constraints

1. When contractual coverage is required and why
2. Impact on program if dates are not met
3. How long would it take another contractor to reach the same level of competence (equate to dollars if desired)

Paragraph 4 - Uniqueness

Paragraph 5 - Other Points that should be covered to “sell the case”

Paragraph 6 - A declaration that this action is in the “best interest” of the agency