

May 1, 2007

SOLE SOURCE JUSTIFICATION

How do I justify the selection of a subcontractor?

You must justify your selection of a subcontractor if your selection process was limited to one subcontractor, or if you chose a subcontractor who did not make the lowest offer. Following are sample justifications:

Sole Source Justifications

- Only known source for acceptable supplies or services. No other type of supplies or services will suffice or are compatible with AURA needs. No other source can provide supplies or services within the requested deadline.
- Unique prior experience, expertise, professional stature, or key personnel.
- Unique capabilities.
- Supplies or services can be most reasonably and quickly provided.
- Sponsor of the original grant or contract requests a specific subcontractor.

Competitive Bid (other than lowest offer selected) Justifications

- In the case of a follow-on contract for continued development or production requirements
- Only acceptable proposal (e.g. meeting required delivery date, compliance with specifications, etc.)
- Technically superior offer
- Professional stature and reputation
- Availability and competence of experienced personnel
- Availability of necessary facilities
- Method proposed for accomplishing work objectives
- Pertinent and novel ideas in the appropriate branch of science and technology
- Compatibility with AURA facilities and equipment
- Present and/or past experience with similar work
- Authorized by statute requiring acquisition be made through another agency, need for a brand name
- Fair and reasonable price
- Superior delivery schedule
- Responsible industrial mobilization, engineering, development or research capability
- When precluded by the terms of an International Agreement or Treaty between the U.S. and a Sovereign Government or International Organization



3. WHAT OTHER VENDORS WERE EVALUATED, REJECTED AND WHY? PROVIDE BRAND NAME, MODEL, VENDOR NAME AND CONTACT, DATE CONTACTED, PRICES QUOTED AND TECHNICAL DEFICIENCY. SUBMIT ANY WRITTEN QUOTES OR BIDS RECEIVED AS AN ATTACHMENT. A MINIMUM OF THREE (3) VENDORS MUST BE SURVEYED AND THE RESULTS DETAILED BELOW. IF YOU RECEIVED MORE THAN THREE (3) PLEASE INCLUDE THE INFORMATION AS AN ATTACHMENT TO THIS DOCUMENT.

(A) Vendor: _____
Date Contacted/Price Quoted: _____
Product Description: _____
Vendor Contact/Phone Number: _____
Technical Deficiency: _____

(B) Vendor: _____
Date Contacted/Price Quoted: _____
Product Description: _____
Vendor Contact/Phone Number: _____
Technical Deficiency: _____

(C) Vendor: _____
Date Contacted/Price Quoted: _____
Product Description: _____
Vendor Contact/Phone Number: _____
Technical Deficiency: _____

