

**JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION**

Purchase Request No:  
Department:  
POC/Tel. No.:  
Proposed Vendor:

1. Description of the supplies and/or services required to meet the end-user's minimum needs:
2. Estimated value of the requirement:
3. Contractor's unique qualifications which make him/her the **ONLY** source that can truly satisfy the Government's minimum requirements:
4. Demonstration of the market search conducted appropriate to the size and complexity of the Government's minimum requirements. Include sources (in Government and industry) contacted and information obtained per source which further supports a sole source acquisition request.:
5. Other facts supporting the use of other than full and open competition:
6. Statement of the actions that are being taken to remove or overcome any barriers to competition:

\_\_\_\_\_  
Signature of Director/Chairman/Department Head

\_\_\_\_\_  
Date

**CONTRACTING OFFICER APPROVAL**  
**(For requirements >\$2,500 up to \$100,000)**

\_\_\_\_ Approved

\_\_\_\_ Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature/Date