

JUSTIFICATION FOR SOLE SOURCE (Simplified Acquisitions <\$150K)

The service or material listed on H0100-6109-A045-200 [document number] is sole source and competition is precluded for reasons indicated below. There are no substitutes available for this material or service.

**Restricted to the following source.**

Provide original manufacturer's name (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer: ADOBE ACROBAT

Manufacturer POC \_\_\_\_\_

Manufacturer Phone #: \_\_\_\_\_

Mfr. address \_\_\_\_\_  
\_\_\_\_\_

Dealer / Rep \_\_\_\_\_

Dealer / Rep Phone #: \_\_\_\_\_

Dealer / Rep address: \_\_\_\_\_  
\_\_\_\_\_

Description of the item or service required, the estimated cost, and required delivery date.

This justification is for the award of a Firm Fixed Price contract award for maintenance support for Adobe Acrobat Professional with a 1 year upgrade plan plus three (3) option years for the National Defense University (NDU) unclassified environment located at Fort McNair, Washington, DC. NDU currently has Adobe Acrobat loaded on all of its computers; however, support is about to expire. Additionally, the award should include **240 individual (20 users @ 1 year)** Adobe Creative Cloud Name License subscriptions for use by creative professionals at the National Defense University for a total of 20 user @ 1 yearlong licenses plus three (3) option years as the subscription is about to expire.

NDU Information Technology Directorate (ITD) has a requirement to procure maintenance support to its current version of Adobe Acrobat. This software is located in the Continental United States (CONUS). Upgrade providers must be authorized by Adobe to provide software upgrades. Only Adobe provides patches and updates relating to Adobe Acrobat software. The Adobe Acrobat software support is considered mission critical and must be patched and maintained in accordance with NDU-CERT policy.

Adobe Creative Cloud is the industry standard for creative professional users in the digital publishing, web design and video editing fields. Several years ago Adobe ceased selling a perpetual licensed product and switched to a yearly subscription based product. Our current CLP agreement with Adobe allowed us to utilize the subscription based product for free for several years. That period is ending and we must now purchase new subscriptions to the Adobe Creative Cloud suite of applications for use by creative professionals at the National Defense University.

- Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.

ITD requires Adobe Acrobat software in support of the NDU mission. Both in industry and DoD, Adobe Acrobat is an accepted standard for forms creation and compatibility. Referencing the DoD DTC (<http://www.dtic.mil/whs/directives/infomgt/forms/faqs.htm#q1>), Adobe Acrobat is the DoD standard for forms generation. Adobe Acrobat Professional also allows for the filling in and saving of form data to meet records management purposes. For NDU to shift to any other forms package will result in innumerable man-hours expended to shift forms to a new standard, require the retraining staff and faculty in the use and generation of forms, and require ~500 US military master students who are only present for 10 months to expend time to retrain on a new forms system. Adobe Creative Cloud is the industry standard for creative professional users in the digital publishing, web design and video editing fields.

- The requested material or service represents the minimum requirements of the government.

DoD has implemented enterprise licensing for Adobe, thus additionally demonstrating standardization (Note: Since NDU is a fully accredited university, it has the unique advantage to acquire Acrobat at significantly less pricing via educational pricing.)

**CHECK & FILL IN ALL APPLICABLE BLANKS BELOW**

- The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed/performing. Describe the equipment/function you have now and how the new item/service must coordinate, connect, or interface with the existing system.

A patent, copyright or proprietary data limits competition. The proprietary data is:

These are "direct replacements" parts/components for existing equipment.

Other information to support a sole source buy:

Adobe owns the environment in which the Acrobat Professional accounts exist.  
Accounts can be acquired via the authorized educational resellers.

I CERTIFY THAT STATEMENTS CHECKED, AND INFORMATION PROVIDED ABOVE, ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PROCESSING OF THIS SOLE SOURCE JUSTIFICATION PRECLUDES THE USE OF FULL AND OPEN COMPETITION.

Signature 

Title Technical POC

Activity FLC NAVSUP Philadelphia Office

Date 21 March 2016

-----  
Contracting Officer Signature \_\_\_\_\_

Date \_\_\_\_\_  
SAP Sole Source

