

SIMPLIFIED ACQUISITION PROCEDURES (SAP)

Determination Memorandum for Sole Source Acquisitions Over \$3,500 but not Exceeding \$150,000

SOLICITATIONS MAY BE LIMITED TO ONE SOURCE ONLY IF THE CONTRACTING OFFICER DETERMINES THAT ONLY ONE SOURCE IS REASONABLY AVAILABLE. WHEN THE CUSTOMER DESCRIBES AN ITEM OR SERVICE, WHICH LIMITS THE AVAILABILITY TO ONE SOURCE, THE DETERMINATION MUST EXPLAIN WHY THE ITEM OR SERVICE PROVIDER IS THE ONLY ONE THAT WILL MEET THE GOVERNMENT'S REQUIREMENT. STATEMENTS SUCH AS "ONLY KNOWN SOURCE" OR "ONLY SOURCE WHICH CAN MEET THE REQUIRED DELIVERY DATE" ARE INADEQUATE TO SUPPORT A SOLE SOURCE PURCHASE. THIS FORM MAY BE USED IN LIEU OF THE DETERMINATION DESCRIBED IN FAR 13.106. THE CUSTOMER SHALL PROVIDE THE FOLLOWING INFORMATION:

1. PURCHASE REQUEST OR REQUISITION NUMBER: TBD	2. PROJECT/TASK NUMBER: I/ITSEC 2015	3. ESTIMATED AMOUNT: [REDACTED]
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4. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:
The Government requires telephone and networking services for Government exhibits at the Interservice/Industry Training, Simulation and Education Conference (I/ITSEC) held November 30, 1-3 December 2015 at the Orange County Convention Center (OCCC) for the following booths: 1439, 1433, 1539, 1533, 149 and 439.

5. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:
Smart City is the only provider for telephone and networking services at the 2015 I/ITSEC. They are under contract with OCCC to provide this service.

6. EXPLAIN WHY AN ADEQUATE PURCHASE DESCRIPTION OR OTHER INFORMATION SUITABLE TO SOLICIT MORE THEN ONE SOURCE HAS NOT BEEN DEVELOPED:
The required services must be on contract by 20 Nov 15, and must be available from Smart City beginning the week of 23 Nov 15 for exhibit equipment set up at the 2015 I/ITSEC. Smart City is the exclusive source for providing telephone and network equipment and services for I/ITSEC 2015.

7. PROVIDE A STATEMENT OF ACTIONS, IF ANY, THE GOVERNMENT MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS TO COMPETITION BEFORE FUTURE ACQUISITIONS ARE REQUIRED:

Smart City is the exclusive source for telephone and networking services at OCCC and therefore, is the only provider for such service. The Government will continuously monitor the market to make sure whether other sources are authorized to provide same type of services in the future.

8. CUSTOMER

8a. Name: [REDACTED]	8b. [REDACTED]	8c. Phone#: [REDACTED]
8d. Signature/Date: [REDACTED]		

9. CONTRACTING OFFICER

9a. Name: [REDACTED]	9b. [REDACTED]	9c. Phone#: [REDACTED]
9d. Signature/Date: [REDACTED]		