

- (A) Describe the supply, service or construction project to be acquired.
- (B) Select reason for seeking the use of other than full and open competition.
- (C) Office symbol of requestor and phone number.
- (D) Provide justification for why other than full and open competition is required.

Only one responsible source: Discuss the unique qualifications of of the proposed contractor or the unusual nature of the request which requires use of this source.

Unusual and compelling urgency: Describe the unusual and compelling urgency which requires using other than full and open competition. Include estimated cost or other rationale as to the nature and extent of damage to the Government.

Other: Describe the reason for the need to use other than full and open competition and provide justification.

- (F) Discuss how anticipated costs will be determined to be fair and reasonable (market survey, historical cost, government estimate, price analysis, , etc.)

CERTIFICATION: Must be signed by the originator of the request and the Section Chief, Branch Chief, or Division Chief.