

# Simplified Acquisition Procedures (SAP)

## DETERMINATION MEMORANDUM FOR SOLE SOURCE ACQUISITIONS OVER THE MICRO-PURCHASE THRESHOLD BUT NOT EXCEEDING THE SIMPLIFIED ACQUISITION THRESHOLD (\$150,000) FAR 13.106-3(b)(3)(i)

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 NUMBER

### 2. ESTIMATED AMOUNT:

11110555

[REDACTED]

BRAND  
NAME BUY

NAME/CAGE CODE OF PROPOSED CONTRACTOR

3VCH3

☐ YES

☒ NO

Camp Lutherhaven, Inland Northwest Lutheran

☐ O&M

☐ NGREA

☒ OTHER

### 3. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED AND THE INTENDED USE:

1. PURPOSE: This is a non-personnel services contract to provide lodging, meals, meeting space and recreation options for the Youth Summer Camp.

2. BACKGROUND: The Youth Summer Camp is an annual 5-day event that is offered to all military youth regardless of branch of service. Youth ages range from 10-18 and provide opportunities for youth to meet other youth experiencing

4. UNIQUE CHARACTERISTICS THAT LIMIT AVAILABILITY TO ONLY ONE SOURCE, WITH THE REASON NO OTHER SUPPLIES OR SERVICES CAN BE USED:

Specific Dates Needed: 18-22 June, 2018

### 5. MARKET RESEARCH:

Camp Lutherhaven is the only qualified contractor within the Coeur d'Alene, ID area that can meet the facility and size requirements during the specified period of performance. This region of Idaho is considered a "resort destination" and many times the conference spaces fill 12 to 18 months in advance of an event. The nature of our fiscal funding does not permit us to secure a venue this far in advance. While other facilities exist within the region, they were not available during the specified dates that our funding was available.

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

Due to location, capacity, and period of performance; Camp Lutherhaven is the only vendor that meets our requirement for this event. In the future, other vendors may be able to provide similar services if facilities are available for specified periods of performance.

I CERTIFY THAT THIS JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT COMPLETING THIS PURCHASE AS A SOLE SOURCE IS IN THE BEST INTEREST OF THE GOVERNMENT. ADDITIONALLY, I APPROVE THIS JUSTIFICATION TO LIMIT COMPETITION SUBJECT TO THE AVAILABILITY OF FUNDS AND PROVIDED THAT THE SERVICES OR SUPPLIES HEREIN DESCRIBED HAVE OTHERWISE BEEN AUTHORIZED FOR ACQUISITION.

7a. CONTRACTING OFFICER NAME

7b. CONTRACTING OFFICER SIGNATURE