

APPROVAL REQUEST FOR PURCHASE OF NON-COMMERCIAL PRODUCTS OR SERVICES

This template should be used to request approval whenever the purchase of non-commercial products or services (over the simplified acquisition threshold) is contemplated as required by Executive Order 14271, Ensuring Commercial Cost-Effective Solutions in Federal Contracts.

1. Type of Approval Request:

☐ Individual; or ☐ Class

2. Brief summary of Proposed Procurement:

3. Total estimated value of the proposed action:

4. Proposed contract type (ex. firm-fixed price/time and material, etc.):

5. Government Personnel Involved in the Analysis (name/title, office, email address):

6. Detailed description on the scope of work of the proposed action, including justification for product or service being non-commercial:

7. NAICS Code: PSC:

8. Description of efforts made to ensure that offers were solicited from as many potential sources as is practicable, including whether a notice was or will be publicized as required by FAR Subpart 5.2 and, if not, which exception under FAR 5.202 applies. What responses, if any, were received? Describe whether any additional or similar requirements are anticipated in the future.

9. Attach the market research report, to include detailed market research activities and price analysis used to determine the availability of commercial products and services to meet the Government's needs and to justify the procurement of a non-commercial product or service, as required by 41 U.S.C. 3307(d), 10 U.S.C. 3453(c), and 3453(d), as applicable"

10. Any other facts supporting the use of other than purchase of commercial products or services:

11. State actions, if any, the agency may take to remove or overcome any barriers to the purchase of a commercial product or service before any subsequent acquisition is made for the supplies or services required:

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CONCURRENCES, AND APPROVAL

Pursuant to 41 U.S.C. 3307(d), the results of market research shall be used to determine whether commercial items or, to the extent that commercial items suitable to meet the executive agency's needs are not available, nondevelopmental items other than commercial items are available that-

- (a) Meet the executive agency's requirements;
- (b) Could be modified to meet the executive agency's requirements; or
- (c) Could meet the executive agency's requirement if those requirements were modified to a reasonable extent.

Contracting Officer: Based on the above, I have determined that there is not a satisfactory commercial option.

CERTIFICATION:

Program Initiator Signature

Date

CONCURRENCE:

Program Division Director Signature

Date

I, as the Contracting Officer, have reviewed the sufficiency of the proposed request to solicit a non-commercial product or service.

CERTIFICATION:

Contracting Officer Signature

Date

CONCURRENCE:

Office of Contract Management / Business Clearance Signature

Date

Senior Procurement Executive: I have reviewed the sufficiency of the proposed request to solicit a non-commercial product or service.

APPROVAL:

Senior Procurement Executive Signature

Date