**TEMPLATE FOR SINGLE SOURCE JUSTIFICATION FOR REAL PROPERTY TRANSACTIONS**

1. **Name/Type of Real Property Acquisition Transaction**

a. Name of Real Property Acquisition Transaction

b. Type of Real Property Acquisition Transaction (i.e. lease extension, succeeding lease, real property related services). ***Please note that purchase cards can only be utilized for real property related service transactions (See AMS Guidance 3.2.2.5 for additional information on real property related services.)***

c. Lease/Contract Number

d. Nature of Procurement Action:

□ **New Requirement**, where there is no pre‐existing contract at the proposed location

□ **Modification of Existing Lease/Easement**, where there is a preexisting contract, and the scope and/or location of the lease is modified

□ **Lease/Easement Extension**, where there is a non‐expired, preexisting contract at the same location

□ **Succeeding Lease/Easement**, where there is an expired, preexisting contract at the same location (See Note 1, below, for further instruction.)

**(2) Authority for Single Source: AMS Policy 3.2.2.4, *Single‐Source Selection***

**(3) Description of Requirement**

a. intended use

b. amount of space/land needed

c. delineated area

d. estimated length of need, if appropriate, internal discussions regarding purchase of real property interest

e. time factors (not related to poor procurement planning)

f. opportunities (or lack thereof) for collocation

g. special requirements

h. other special considerations

**(4) Total Estimated Potential Value**

**(5) Rationale for Single Source Justification**

a. *Cite Rationale* –

**i. only one available Lessor/Grantor/Seller**

**ii. cost/benefit analysis** (See Note 1, below, for further instruction.)

b. *Support for Rationale* – Market Research/Analysis. Relate findings of market research to the rationale stated above. Explain why it is in the FAA’s best interest not to compete the action as evidenced by the data collected from the market. Research must be (1) requirement specific; and (2) tailored to the cited rationale. This section should detail:

i. method of research

ii. findings, including, but not limited to:

1. record of communications with market sources about the specific requirement, if any

2. availability of land/space that meets the specific requirement

iii. relate findings to rationale and requirement

**Note 1**: If the purpose of this document is to extend a pre‐existing lease or to award a succeeding lease (“staying in place”), the RECO must perform a thorough market survey of potential lessors, including the incumbent. The market survey must include communications regarding the specific requirement, including all updated safety and health requirements.

If the current property does not meet existing health and safety requirements, then the RECO must discuss either (1) plans to bring the current Lessor into compliance; or (2) consideration given for non‐compliance. The justification must include programmatic approval.

If the RECO performs a cost‐benefit analysis, and cites “moving costs” as a reason to stay‐in‐place, then the RECO must discuss the option of amortization of moving costs with other potential sources. All communications must be documented.

If cost‐benefit analysis is necessary to the justification, and cited by the RECO, then the RECO must elect the alternate certification below.

1. **Conclusion**
2. **ENDORSEMENT**

I certify that the supporting data under my cognizance that are included in this justification are accurate and complete to the best of my knowledge and belief.

I further certify that I may be involved in Screening Information Request (SIR) activities pertaining to this procurement. I will have knowledge of and access to confidential and proprietary procurement information and data concerning the selection process such as, procurement strategy, the offeror’s proposal, results of evaluations, and the final selection actions. I will not disclose any information of a commercially sensitive or source selection sensitive nature, which is obtained by virtue of participation on the procurement team. Further

I will ensure that such information is not used by other persons, companies or organizations to obtain an unfair advantage.

**I further certify that either:**

**□ I have not requested any proposal information as identified in AMS Guidance T3.1.8A.2(1), communicated any source selection information as identified in AMS Guidance T3.1.8A.2(2), nor communicated an intent to execute a single source contract from or to only the source prior to the full execution of this single‐source justification;**

**or, as an alternate:**

**□ I have conducted cost/benefit analysis in connection with this justification, communicating with and/or comparing costs from more than one source, but have not communicated an intent to execute a single source contract to any source.**

CONFLICT OF INTEREST

As a member of the acquisition team, I hereby agree to abide by the FAA Acquisition Management System; the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. pt. 2635; federal criminal law regarding bribery, graft, and conflicts of interest, 18 U.S.C. §§ 201‐209, 216; and the Procurement Integrity Act, 41 U.S.C. §§ 2101‐2107. Further, as a participant in the procurement selection activities, I hereby certify to the

following:

1. I have not been employed by the source identified above nor any of its subsidiaries. In addition, neither I, my spouse, or any of my dependent children, or other blood relatives who are residents of my household (hereinafter “I”), now own any bonds, stocks, or stock options, or have any other financial interest, including but not limited to current or future employment or contract rights, in or with respect to the aforementioned Source. I do not have any financial commitments to the source. I am not currently serving as an officer, director, trustee, general partner or employee of the Source.
2. Neither I, nor to the best of my knowledge and belief, my spouse or any of my minor children have any intention or expectation of obtaining employment with, contracting with, or acquiring stocks, stock options, or bonds in or with respect to the Source for this requirement. I understand that failure to comply with the above will result in termination of my participation in this procurement and may result in disciplinary action

and/or referral for civil or criminal action.

**ENDORSEMENT OF OFFICE REQUESTING TRANSACTION**

I certify that the supporting data under my cognizance that are included in this justification are accurate and complete to the best of my knowledge and belief.

Service Organization Official Approval

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Organization: |  |
| Date: |  |

Contracting Officer’s Representative (COR) (if applicable) Approval

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Organization: |  |
| Date: |  |

Contract Specialist (if applicable) Concurrence

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Organization: |  |
| Date: |  |

Contracting Officer or Purchase Cardholder Concurrence

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Organization: |  |
| Date: |  |

AAQ Branch Manager Concurrence

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Organization: |  |
| Date: |  |

Legal Sufficiency

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Organization: |  |
| Date: |  |