



## **Justification and Approval (J&A) Form**

*(Save and Open this document in Adobe Acrobat before filling it out to avoid loss of data)*

This form is to be used only for all federally funded acquisitions greater than \$3,500 when competition is not sought by The GW Procurement Department (as referenced in [The Procurement Matrix](#)) or when other than lowest bidder has been selected.

1. Identification of the Principal Investigator/Project Manager for this action:
2. Identification of the Project Task Award (PTA) number if it is a sponsored project:
3. Brief and concise description of the supplies and/or services needed:
4. Identification of the statutory authority permitting Other Than Full and Open Competition for Federal Contracts: (Not required for Grants and Cooperative Agreements):
5. Factual demonstration of the contractor's<sup>1</sup> unique qualifications or other rationale for restricting competition:
6. Description of the efforts made to obtain competition:

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<sup>1</sup> The term contractor means the provider of supplies or services, including universities, individual subject matter experts, and independent contractors.

7. Description of plans to overcome competition barriers for future awards of these supplies and/or services:

8. Description of any other pertinent facts to support the use of Other Than Full and Open Competition:

9. Listing of all contractors that have expressed interest in the procurement, if any:

10. Selected supplier point of contact (Email is required; provide telephone/Address):

11. Certification of justification data (Must be signed and dated by requestor)

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

I understand that Procurement reserves the right to competitively bid, negotiate, and solicit additional information and remains the final authority on all procurement actions.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

*\*Electronic signature is recommended*

**Procurement is responsible for the following items:**

12. Determination of fair and reasonable price for Federal Contract actions.

In accordance with 15.404-1 of the FAR, I certify that I have made a determination of fair and reasonable price using appropriate price analysis techniques.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

13. Certification of approval by GW Procurement Buyer/Contract Specialist

Based on the foregoing justification, I hereby approve the procurement of (insert supplies and/or services being procured) on the basis of Other Than Full and Open competition subject to (insert specific statutory authority), provided that the procurement of the supplies and/or services have otherwise been authorized.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**Instructions: GW Justification and Approval (J&A) for Other Than Full and Open Competition**

<p><b>(1) Identification of the Principal Investigator/Program Manager for this action</b></p>	<p>Provide the name, title, and contact information of the Principal Investigator submitting the J&amp;A.</p>
<p><b>(2) Identification of the Project Task Award (PTA) number for Sponsored Projects</b></p>	<p>Provide the Project Task Award (PTA) number associated with the procurement.</p>
<p><b>(3) Brief and concise description of the supplies and/or services needed</b></p>	<p>Provide a narrative description of the supplies and/or services being procured, including the quantities and performance period. List the specifications, make, and model number for supplies, if applicable.</p> <p>Explain the requirement in layman’s terms so that it is easily understood by non-technical readers who will review the justification.</p> <p>Detailed descriptions are not required. Provide a brief and concise explanation of the who, what, where, when, and why.</p> <p>In addition to the technical/professional overview, include a discussion of where this requirement fits into the overall research program and objective(s), how this requirement was procured in the past (if applicable), and if procurements of a similar nature are planned for the future.</p> <p>Provide a description of the rationale used to develop the budgetary price estimate, such as historical data, expert judgment based on similar requirements, or other rationale.</p>
<p><b>(4) Identification of the statutory authority permitting Other Than Full and Open Competition (For Federal Contracts)</b></p>	<p>There are seven statutory authorities permitting Other Than Full and Open Competition listed in the Federal Acquisition Regulation (FAR).</p>

	<p>Choose one of the following that applies to the procurement:</p> <ul style="list-style-type: none"> <li>• FAR 6.302-1: One only responsible source and no other supplies or services will satisfy agency requirements</li> <li>• FAR 6.302-2: Unusual and compelling urgency</li> <li>• FAR 6.302-3: Industrial mobilization; engineering, developmental, or research capability; or expert services</li> <li>• FAR 6.302-4: International agreements</li> <li>• FAR 6.302-5: Authorized or required by statute</li> <li>• FAR 6.302-6: National security</li> <li>• FAR 6.302-7: Public interest</li> </ul> <p>It is important to note that all of the information provided as justification must be consistent with and specifically related to the statutory authority cited.</p>
<p><b>(5) Factual demonstration of the contractor’s unique qualifications or other rationale for restricting competition under the statutory authority cited</b></p>	<p><i>Note: This is the most critical part of the J&amp;A document.</i></p> <p>Explain why this procurement is not suitable for competition.</p> <p>Describe the verified minimum requirements.</p> <p>Describe the unique capabilities, experience, and expertise of the contractor that makes the contractor the ONLY one that can do the work. Examples include resumes of subject matter experts, contractor contact information, and all other documentation related to the procurement.</p> <p>Describe the negative impact that would result if there is a delay in the procurement, if applicable. Provide specific examples of the nature and severity of the impact such as how disruption of critical research affects program objectives and milestones.</p> <p>Avoid unsupported conclusions. Mere</p>

	statements such as “delay will be costly” or “contractor is best qualified” are not compelling. Support such statements with sufficient facts and rationale.
<b>(6) Description of efforts made to obtain competition</b>	Describe efforts made to obtain competition to ensure that offers are solicited from as many potential sources as practical. Address the extent of competition anticipated for this procurement.
<b>(7) Description of plans to overcome competition barriers for future awards of these supplies and/or services</b>	Describe what actions, if any, may be taken to remove or overcome barriers to competition before any subsequent awards for these supplies and/or services.
<b>(8) Description of any other pertinent facts to support the use of Other Than Full and Open Competition</b>	Describe any other facts that support the justification, such as procurement history. For example, if a previous similar procurement action was made competitively, what circumstances have changed causing this procurement to be subject to Other Than Full and Open Competition?
<b>(9) Listing of all contractors that have expressed interest in the procurement, if any</b>	Identify all sources who expressed written interest and the level of interest they expressed, along with a copy of such correspondence.  If no contractors have expressed written interest, clearly state the following: “To date, no other contractors have written to express interest in the subject procurement.”

**Please attach the completed J&A to your requisition and forward it to Procurement.**

**Completion of this form does not guarantee the approval of the Purchase Requisition.**

**Procurement reserves the right to competitively bid, negotiate pricing, or solicit additional information and remains the final authority on all procurement actions.**