

Sole-Source Justification Letter Template

Below is a customizable template for a Sole-Source Justification and Approval (J&A) letter, tailored for procurement officers seeking to award a contract to Aegis Public Safety Supply on a sole-source basis. This is based on standard federal procurement practices under the Federal Acquisition Regulation (FAR), particularly for Service-Disabled Veteran-Owned Small Businesses (SDVOSB) under FAR 6.302-5(b)(6) and 19.1406, or HUBZone firms under FAR 6.302-5(b)(5) and 19.1306. It also incorporates elements from VA-specific authority (38 U.S.C. 8127 for SDVOSB preferences, if applicable).

The template is designed as a formal document that can be copied into Microsoft Word or Google Docs. Use brackets [like this] for placeholders where the procuring agency fills in details. Include Aegis-specific information (e.g., UEI, CAGE, certifications) to strengthen the justification. Always consult your agency's legal or contracting officer for compliance, as this is not legal advice.

For Department of Veterans Affairs (VA) procurements, emphasize SDVOSB status and cite 38 U.S.C. 8127(c). For general federal acquisitions, focus on FAR citations. If the acquisition is under \$150,000, simplified procedures may apply (FAR 13.106-1(b)).

[Agency Letterhead] [Date]

Justification and Approval for Other Than Full and Open Competition Pursuant to FAR Part 6

1. **Agency and Contracting Activity** [Insert procuring agency name, office, address, and contracting officer's name/title/phone/email].
2. **Nature and/or Description of the Action Being Approved** This Justification and Approval (J&A) supports a sole-source award to Aegis Public Safety Supply (Aegis, LLC), a certified Service-Disabled Veteran-Owned Small Business (SDVOSB) and SBA-Certified HUBZone firm, for [brief description of the supplies/services, e.g., "procurement of tactical gear and body armor for law enforcement operations"]. The estimated value is [insert dollar amount]. The period of performance is [insert dates].
3. **Description of Supplies or Services Required to Meet the Agency's Needs** [Provide a detailed description of the requirement, including technical specifications, quantity, delivery schedule, and estimated cost. Explain why the items are essential to the agency's mission, e.g., "High-performance tactical equipment customized for public safety professionals, including body armor, uniforms, and operational gear compliant with [relevant standards, e.g., NIJ for armor]. The requirement supports [agency mission, e.g., enhancing officer safety in high-risk environments]. Estimated cost: [amount]."].
4. **Statutory Authority Permitting Other Than Full and Open Competition**
 - **Primary Authority:** 41 U.S.C. 3304(a)(5), as implemented by FAR 6.302-5(b)(6) – Authorized by Statute for Service-Disabled Veteran-Owned Small Business Sole Source Award.

- **Alternative/Additional Authority** (if applicable): FAR 6.302-5(b)(5) for HUBZone Sole Source Award; or 38 U.S.C. 8127(c) for VA SDVOSB preferences. Aegis Public Safety Supply qualifies under these authorities as a verified SDVOSB (Self-Certified and VA CVE Verified) and SBA-Certified HUBZone Firm (Entrance Date: Aug 13, 2024). Key identifiers:
 - Unique Entity ID (UEI): ZT26RVV6B1N5
 - CAGE/NCAGE: 971T3
 - SAM Registration: Active (Expiration: Feb 28, 2026)
 - Socio-Economic Certifications: Indian Economic Enterprise, Indian Small Business Economic Enterprise, Minority-Owned Business, Self-Certified Small Disadvantaged Business, Veteran-Owned Business, Native American Owned (American Indian Owned), Service-Disabled Veteran-Owned Business, SBA-Certified HUBZone Firm.
 - NAICS Codes: [List relevant, e.g., 315990, 458110, 332994, 332992, 423990, 423850].
 - PSC Codes: [List relevant, e.g., 8470 (Armor, Personal), 1367 (Tactical Sets), 4240 (Safety Equipment)].
5. **Demonstration that the Proposed Contractor's Unique Qualifications or the Nature of the Acquisition Requires Use of the Authority Cited** Aegis Public Safety Supply possesses unique qualifications that justify sole sourcing:
- **Expertise and Capabilities:** With over 20 years of law enforcement experience, Aegis provides tailored solutions for public safety equipment, including uniforms, body armor, tactical gear, firearms accessories, and medical supplies from top manufacturers (e.g., 5.11 Tactical, Safariland, Sig Sauer – full list available in capabilities statement). Their core competencies include customized configurations, comprehensive support, and nationwide delivery with prompt response times.
 - **Socio-Economic Benefits:** As an SDVOSB and HUBZone firm, awarding to Aegis supports federal goals for small business participation and economic development in underutilized areas (Warner, OK – HUBZone).
 - **Past Performance:** Successful deliveries include [insert examples: Cherokee Marshal Service (\$42,385, 04/08/2024 – ballistic/tactical gear ahead of schedule); Vian Police Department (\$22,276.25, 12/29/2023 – armor/uniforms on schedule); Cherokee Nation EMS (\$15,934.45, 03/28/2023 – 300+ uniforms ahead of schedule)]. No known performance issues.
 - **Unique Factors:** [Explain why Aegis is the only source, e.g., "Aegis's TERO/CESO certification aligns with tribal preferences, and their veteran-led expertise ensures mission-specific customization unavailable from competitors at this scale."]. No reasonable expectation that two or more responsible SDVOSB/HUBZone concerns will submit offers at fair market prices (per FAR 19.1406/19.1306).
6. **Description of Efforts Made to Ensure That Offers Are Solicited from as Many Potential Sources as Is Practicable** [Describe market research: e.g., "Searched SAM.gov and SBA Dynamic Small Business Search for SDVOSB/HUBZone firms under relevant NAICS codes – no other qualified sources identified capable of meeting

the specific requirements within the timeline. Posted RFI on [platform, e.g., SAM.gov] on [date] – no responses from alternative sources."].

7. **Determination by the Contracting Officer That the Anticipated Cost to the Government Will Be Fair and Reasonable** [Explain pricing: e.g., "Costs are based on Aegis's published catalog rates, historical pricing data, and comparison to similar GSA schedules. Independent Government Estimate (IGE) confirms fairness. Technical evaluation supports value."].
8. **Description of the Market Research Conducted and the Results or a Statement of the Reason Market Research Was Not Conducted** [Detail: e.g., "Market research included review of SAM.gov, GSA Advantage, and industry databases. Results: Aegis is the sole SDVOSB/HUBZone provider with the required expertise and product partnerships for [specific need]. No comparable sources found."].
9. **Any Other Facts Supporting the Use of Other Than Full and Open Competition** [Additional support: e.g., "Urgency due to [mission need, e.g., immediate deployment requirements]. Socio-economic goals under Executive Order 13985 (Advancing Racial Equity) are met. No active exclusions or proceedings against Aegis (per SAM.gov)."].
10. **A Listing of the Sources, If Any, That Expressed, in Writing, an Interest in the Acquisition** None. [Or list if applicable].
11. **A Statement of the Actions, If Any, the Agency May Take To Remove or Overcome Any Barriers to Competition Before Any Subsequent Acquisition for the Supplies or Services Required** [e.g., "Future acquisitions will include broader outreach to develop additional SDVOSB/HUBZone sources. If requirements change, competitive solicitation will be pursued."].

Certifications I certify that the information contained herein is accurate and complete to the best of my knowledge and belief.

Technical/Requirements Personnel: [Name/Title/Signature/Date]

Contracting Officer: [Name/Title/Signature/Date]

Legal Review (if required): [Name/Title/Signature/Date]

Approval (based on the authority of FAR 6.304): [Approving Official
Name/Title/Signature/Date]