MEMORANDUM

To: The File

From: USAID Contracting Office (Executive Office or Director’s Office)

Date: _____________

Subject: Justification for Other Than Full and Open Competition for ___
_______________

This memorandum documents the rationale behind my decision to limit competition to ____________________________
_____.

Pursuant to 40 U.S.C. § 113, 41 U.S.C. § 253 et seq., and the authority provided under the Action Memorandum approving Expedited Acquisition and Assistance Procedures for Activities and Programs Related to USAID’s Avian Influenza Emergency Management and Response Efforts, executed by the Administrator on ________________________ (see attached “Action Memorandum”), acquiring the __________________ [identify goods or services] under this contract on an other than full and open competitive arrangement is warranted.

[Details on the specific procurement] [Estimated contract price ceiling] [Description of efforts made to ensure that offers are solicited from as many potential sources as practicable. If a notice is not publicized, cite AIDAR 705.202(b)].

I find the Government estimate to be fair and reasonable based on [explain basis for this finding]. [Statement of how market research conducted as applicable – include a list of sources, if any, that expressed an interest in the acquisition].
[State actions, if any, USAID may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required.]

The requirement for technical certification of the facts stated herein has been fulfilled through the issuance of the Action Memorandum and this Memorandum.

Attachment 1 – Expedited Acquisition and Assistance Procedures for Activities and Programs Related to USAID’s Avian Influenza Emergency Management and Response Efforts

Clearance:

(GC or RLA) ______________________ Date __________