



Acquisition Management System Change Request Form

Change Request Number:
(To be completed by secretariat)

25-15

Description of the Change:

T3.2.2.4, added language to address Out-of-Scope Modifications (SSJ)

Select the type of Change Request:
*Policy changes require FAE endorsement.

Guidance

Section(s) impacted by CR:

Procurement Guidance T3.2.2.4

PART 1: ENDORSEMENTS

**Manager, Acquisition Policy Branch
Endorsement:**

AAP-110, Procurement Policy Branch



Approved



Disapproved

Electronic Signature/Date:

**STEPHEN
BRENDAN
MANGAN**

Digitally signed by STEPHEN
BRENDAN MANGAN
Date: 2024.09.26 12:13:46
-05'00'

**Acquisition System Advisory Group
(ASAG) Chairperson Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2024.09.27
07:10:55 -04'00'

**Acquisition Policy and Oversight (AAP)
Director Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2024.09.27
08:15:42 -04'00'

**FAA Acquisition Executive (FAE)
Endorsement:**

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 25-15		Date Received: (To be completed by secretariat)	9/26/24
CR Title: T3.2.2.4, Out-of-Scope Modifications (SSJ)			
Summary and Reason for Change:		This administrative change adds subsection T3.2.2.4A1(g). The added language states: "(g) A single source justification is required for out-of-scope modifications, in accordance with AMS Guidance T3.10.1A5a.(5)."	
Initiator Contact Information:	Name: Stephen Mangan	Phone: 405-954-4137	
	Organization Name: Procurement Policy Branch	Routing Code: AAP-110	
ASAG Member Contact Information	Name: Stephen Mangan	Phone: AAP-110	
Development, Review, and Concurrence: AAP		Target Audience: FAA Acquisition Workforce	
ASAG Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		ASAG Responsibilities: None.	
AEB Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		AEB Responsibilities: None.	

PART 3: FAST PUBLICATION INFORMATION

Impacted AMS Section: NOTE: Please choose only one. If additional sections are impacted, submit a separate CR form for each.	Guidance		
Validation of other impacted FAST locations: ☒ I confirm I have validated all other portions of the website and will submit additional CR's for any other impacted sections as necessary.			
Section/Text Location: Procurement Guidance T3.2.2.4A1	Links: https://fast.faa.gov/docs/procurementGuidance/guidanceT3.2.2.4.pdf		
Redline Validation: NOTE: The redline version must be a comparison with the current published FAST version.	☒ I confirm I used the latest published version to create this change/redline. OR ☐ This is new content.		
Attachments: GuidanceT3.2.2.4 redline GuidanceT3.2.2.4 final	Other Files: N/A.		

T3.2.2.4 - Single Source Added 10/2006

A Single Source Contracting Added 10/2006

1 Basis for Single Source Revised ~~7/2023~~10/2024

2 Market Analysis Supporting Single Source Revised 4/2023

3 Award of Single Source Revised 7/2023

B Clauses Added 10/2006

C Procurement Forms Revised 9/2021

D Procurement Samples Revised 9/2021

E Procurement Templates Added 9/2021

F Procurement Tools and Resources Added 9/2021

T3.2.2.4 - Single Source Added 10/2006

A Single Source Contracting Added 10/2006

1 Basis for Single Source Revised 7/2023 10/2024

(a) Single source procurement may be used when in the FAA's best interest. A factual, reasoned, and well-documented rationale must support the decision to use a single source. Excluding emergencies, there are no predetermined or prescribed conditions for using a single source. Each single source decision stands alone and is based on the circumstances.

(b) The rational basis for a single source decision must be documented by the service organization, reviewed by Legal for sufficiency (except for emergencies), approved by the Service Organization Official and (if applicable) Contracting Officer's Representative (COR), and concurred with by Contracts or, for purchase card transactions, the Purchase Cardholder. This rationale is documented in a:

- (1) Stand-alone, single source justification using the "Single Source Justification for Products, Services, and Construction Template", located in "Procurement Templates" or the "Single Source Justification for Real Property Template," located in "Real Property Templates & Samples";
- (2) Procurement Plan, if a formal plan is established; or
- (3) Implementation Strategy and Planning Document, if applicable.

(c) Approval of Implementation Strategy and Planning Document or approval of a Procurement Plan constitutes approval of a single-source procurement; however, the rational basis for the single source decision must be reviewed by Legal for sufficiency (except for emergencies); no further approval or documentation is necessary.

(d) For single source procurements with a ~~TEPV~~total estimated potential value (TEPV) equal to or less than the micro-purchase threshold, a justification is not required.

(e) A single source justification is not required for noncompetitive set-asides to an 8(a)-certified Socially and Economically Disadvantaged Business (SEDB), Service Disabled Veteran Owned Small Business (SDVOSB), Women-Owned Small Business (WOSB), Economically Disadvantaged Women-Owned Small Business (EDWOSB), or Historically Underutilized Business Zone (HUBZone) small business. (See AMS Procurement Guidance T3.6.1 "Small Business Program"). A single-source justification is also not required for procurements conducted in accordance with the Javits-Wagner-O'Day Act (Ability/One Program) or the Randolph- Sheppard Act as specified in AMS Guidance T3.8.4.

(f) A single source justification is not required for a site-specific requirement for land or antenna/equipment space, where the location of NAS equipment is (1) necessary to the functionality of the NAS, and (2) of continued criticality to the NAS or mission of the FAA; or for operational facilities that house equipment and/or personnel that provide Air Traffic Control services to aircraft operating in the NAS. The head of the Technical Operations service organization, or designee, will provide an annual determination identifying equipment and facilities subject to this subsection.

(g) A single source justification is required for out-of-scope modifications, in accordance with AMS Guidance T3.10.1A5a.(5).

2 Market Analysis Supporting Single Source Revised 4/2023

(a) Market analysis provides factual data to form conclusions and verify assumptions that FAA's technical and business interests are best served through a single source. For single source procurements exceeding the micro-purchase threshold, market analysis is required. A market analysis is not required for emergencies, noncompetitive set-asides to 8(a) SEDB, SDVOSB, WOSB, EDWOSB, or HUBZone small businesses, or for NAS site-specific land or antenna/equipment space or operational facilities acquisitions referenced in AMS 3.2.2.4 and T3.2.2.4A (1)(f) above. The method and extent of the analysis depends on the requirement, complexity, and estimated dollar value. (See AMS Procurement Guidance T3.2.1.2 "Market Analysis" for further information.)

(b) A formal market survey is one method to gather current data to support a single source decision. When used, a formal market survey must include a sufficiently detailed description of key requirements (e.g. technical performance requirements, land or space requirements, or essential knowledge, expertise, or experience, etc.) so that potential vendors can determine whether they have the capability to satisfy FAA's requirements.

FAA also uses these key requirements to evaluate capabilities of any vendors/ lessors responding to the market survey. The market survey may include explicit instructions to potential vendors/ lessors about the acceptable format, form, and level of detail for vendor capability statements or other vendor/lessor information that FAA will use to decide whether other capable vendors/ lessors exist and whether a competitive procurement is appropriate.

3 Award of Single Source Revised 7/2023

(a) After the required documentation, concurrences, approval and legal sufficiency are obtained for the single source justification as described above, the CO may negotiate contract terms and price or cost with the single source vendor and award the procurement action. Until the single-source justification is fully executed, no one may request any type of proposal information from the vendor.

(b) Unless otherwise excepted in AMS Policy 3.2.1.3.11.1, a pre-award public announcement must be made for any procurement action with a TEPV that is equal to or greater than the AMS risk threshold. The CO must issue the pre-award public announcement to summarize the basis for the single source decision. The CO may make a post award announcement to promote potential subcontracting opportunities. (Also see AMS Procurement Guidance T3.13.1 "Other Administrative Procedures" for information about notifications to FAA management and Congress).

B Clauses Added 10/2006

[view contract clauses](#)

C Procurement Forms Revised 9/2021

Document Name

D Procurement Samples Revised 9/2021

Document Name
Notice of Intent to Contract With Single Source

E Procurement Templates Added 9/2021

Document Name
Single Source Justification for Products, Services, and Construction Template

F Procurement Tools and Resources Added 9/2021

Document Name