



ACQ
WE GET IT

Acquisition Management System Change Request Form

Change Request Number:

(To be completed by secretariat)

25-33

Title:

Single Source Justification Template - Procurement - Executive Signature for Extension and Clarifications

Select the type of Change Request:

*Policy changes require FAE endorsement.

Guidance

Impacted AMS Category. Choose from drop down selections. If additional categories or sections are impacted, submit a separate CR form for each.

Section(s) impacted by CR:

Category

Procurement Tools & Resources

Procurement Templates

Single Source Justification for Products, Services, and Construction Template. Corresponding revision made to AMS 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: 2024.12.20 19:01:25
-06'00'

Acquisition System Advisory Group (ASAG) Chairperson Endorsement:



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2024.12.23
10:10:31 -05'00'

Acquisition Policy and Oversight (AAP) Director Endorsement:



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2024.12.23
11:12:27 -05'00'

FAA Acquisition Executive (FAE) Endorsement:

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 25-33

Date Received: 12/20/24
(To be completed by secretariat)Summary
and Reason
for Change:

Revisions to the "Single Source Justification for Products, Services, and Construction Template," located in Procurement Tools and Resources > Procurement Templates.

1) Add a requirement in Procurement Single Source Justification (SSJ) Template that when the SSJ is for an extension, a Service Organization Executive must sign the SSJ prior to any AAQ or AGC representative. This requirement addresses findings and recommendations from audit ZA2024019 concerning noncompetitive extensions. A corresponding revision is made this quarter to AMS Guidance T3.2.2.4.

2) Reorganize the template sections to put the "Market Analysis" before the Single Source Rationale, rather than after. This is a more logical flow because the rationale depends on the market analysis. The more logical structure more clearly explains to the acquisition workforce how to document a Single Source Justification.

3) Revise language in the Market Analysis section to clearly reflect and cross-reference the market analysis methodology in AMS Guidance T3.2.1.2.

Initiator Contact Information:

Name:

Zachary Spencer

Phone:

571-999-5217

Organization Name:

Procurement Policy Branch

Routing Code:

AAP-110

ASAG Member Contact
Information

Name:

Stephen Mangan

Phone:

405-954-4137

Development, Review, and Concurrence:

AGC-500, AAP-110, AAQ

Target Audience:

FAA Acquisition Workforce

ASAG Briefing:

☐ YES ☒ NO

(To be completed by secretariat)

Date:

12/23/24

ASAG Responsibilities:

Awareness

AEB Briefing:

☐ YES ☒ NO

(To be completed by secretariat)

Date:

12/23/24

AEB Responsibilities:

Awareness

PART 3: FAST PUBLICATION INFORMATION



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 Tools & Resources > Procurement Templates

Links:

https://fast.faa.gov/PPG_Procurement_Templates.cfm

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.



This is new content.

Attachments:

SingleSourceJustificationTemplate final
SingleSourceJustificationTemplate redline

Other Files:

Webpage Revision to Single Source Justification template – Procurement