



Acquisition Management System Change Request Form

Change Request Number:

(To be completed by secretariat)

25-34

Title:

Single Source Justification Template - Real Property - Clarifications and lease term limit

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

Real Property Templates & Samples

Single Source Justification Template for Real Property

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 19:15:00
-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
10:25:25 -05'00'

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



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2024.12.27
09:06:34 -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: 25-34

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

Revise the Single Source Justification Template for Real Property as follows:

1) 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.

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

3) Add a note that contract extensions have the same contract number and cannot go beyond 20 years from original effective date.

Initiator Contact Information:

Name:
Zachary SpencerPhone:
571-999-5217Organization Name:
Procurement Policy BranchRouting Code:
AAP-110ASAG Member Contact
InformationName:
Stephen ManganPhone:
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:

Real Property Procurement Templates & Samples

Links:

https://fast.faa.gov/RPF_Real_Property_Templates_Samples.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:

Single Source Justification Template for RE final
Single Source Justification Template for RE redline

Other Files:

Webpage Revision to Single Source Justification template – Real Property