

SOLE SOURCE DOCUMENTATION

FAR PART 13

Purchase Orders Over \$10,000 but not Exceeding \$250,000

Acquisitions that do not allow for competition to the maximum extent practicable must be documented in accordance with Federal Acquisition Regulations (FAR). A Limited Sources Justification is required when soliciting fewer than three sources per FAR [13.104](#), or when using brand name descriptions per FAR [13.106-1\(b\)\(1\)](#). A Limited Sources Justification is not required for brand name or equal procurements. Follow procedures at [FAR PART 11.104](#).

Type of action: ☒ sole source acquisition

☐ brand-name

DAC Number:

Estimated total mount:

Recurring Requirement: ☒ YES ☐ NO

☐ Delivery Date:

☐ Period of Performance: **March 30, 2025 –April 11, 2025**

Brief description of supplies or services required and the intended use:

Hotel rooms for attendees of Drug unit Commander's Academy #84

Summary of the facts and circumstances that support the determination that ☒ only one source is reasonably available to supply the required supplies or services, or ☐ only the specified brand-name items can satisfy the Government's need:

The Comfort Inn Stafford is located 8.4 miles (19 minutes) from the DEA Training Academy and 450 ft (4 minute walk) from the Stafford Training Center (STC). This makes it one of the closest hotels to either campus. With recent changes to base accessibility, students require as much time as possible to gain entry to the facility. It is also centrally located. It is surrounded by restaurants, urgent care facilities, gas stations, retail, etc. and all walkable. At present, several core series classes are being held at the Academy and receive priority for lodging at the academy. Therefore DUCA classes are often required to be lodged off site. Placing our attendees in the Comfort Inn places them a safe walking distance away from all amenities. This is helpful as the students will receive per-diem and will not have access to the DEA cafeteria. Other hotels are located off of US Route 1 (placing them between 9.5 - 12 miles away from campus.) While still relatively close, they are definitely not safe walking distance from any of the amenities mentioned. In fact, Route 1 is major roadway with little or no walkways for safe passage. The Comfort Inn truly is the safest, best option for all attendees.

Describe in detail any market research conducted. Include results and state whether any vendors expressed interest:

Participants attending DUCA training are required to find lodging off-site when no lodging is available at the academy. Three hotels were contacted regarding the timeframe requested. The Comfort Inn in Stafford was able to accommodate our students and panelists and offers the lowest price per room. There are other hotels in the area, but again, they are a further distance from the base and do not offer the walkability that the Comfort Inn Stafford provides. The Comfort Inn is centrally located so it is convenient for students with limited access to OGVs.

The Contracting Officer hereby determines that, due to the circumstances of this procurement:

☐ Only one source is deemed to be reasonably available.

☐ Only the specified brand-name item will satisfy the Government's need. For orders exceeding \$25,000, this Limited Source Justification shall be made available together with the solicitation and posted on the Contract Opportunities page on the Governmentwide Point of Entry (SAM.gov) in accordance with FAR [5.101\(a\)\(1\)](#).

☐ The Contracting Officer certifies that an order for the supplies or services will not be placed unless the price is found to be fair and reasonable.

[REDACTED]