



UNITED STATES INTERNATIONAL TRADE COMMISSION

Washington, DC

JUSTIFICATION AND APPROVAL

OTHER THAN FULL AND OPEN COMPETITION

REQUISITION NUMBER: 06300-OSSS-13033

1. CONTRACTING OFFICE

United States International Trade Commission
Office of Procurement
500 E Street, SW
Washington, DC 20436

REQUIRING OFFICE

United States International Trade Commission
Office of OSSS
500 E Street, SW
Washington, DC 20436

2. NATURE/DESCRIPTION OF ACTION(S) In accordance with FAR Subpart 6.303-2, this justification for other than full and open competition will result in award of a sole source contract to Neopost USA for their postage.
3. DESCRIPTION OF SUPPLIES/SERVICES. Neopost is the sole source vendor for the Commission for postage. The Commission is the owner of the equipment that was purchased from Neopost, and Neopost is the provider of the postage software. Due to the proprietary nature, Neopost is the only source that is authorized to provide the postage used with the equipment.

The Commission owns the Neopost machines that the agency utilizes for its postage needs. This procurement is for the postage used in these machines and is proprietary to NEOPOST. Therefore, only NEOPOST postage can be used on these machines to ensure that the warranty and maintenance is not jeopardized and remains valid. Neopost is the only source that is authorized to provide the postage used with the equipment and therefore, the sole source vendor for the Commission.

Estimated Contract Value \$35,000

OTHER THAN FULL AND OPEN COMPETITION/BRAND NAME

4. **STATUTORY AUTHORITY.** FAR Subpart 6.302-1 and 41 U.S.C. 253(c)(1): The particular product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs.

5. **DEMONSTRATION OF CONTRACTOR OR BRAND UNIQUE QUALIFICATIONS**

Neopost is the sole source vendor that the Commission uses for postage, mailing system, equipment and maintenance. The Commission is the owner of the equipment and Neopost is the provider of the software used for postage services. Due to the proprietary nature, Neopost is the only source that is authorized to maintain the equipment and provide the postage software.

6. **DESCRIPTION OF EFFORTS MADE TO ENSURE THAT OFFERS ARE SOLICITED FROM AS MANY POTENTIAL SOURCES AS IS PRACTICABLE:** This is a sole source award; therefore no attempts were made to solicit additional vendors.

7. **DETERMINATION OF FAIR AND REASONABLE COST**

In accordance with FAR Subparts 12.209, 13.106-3, 15.4, I hereby determine that the anticipated cost or price to the Government for this contract action will be fair and reasonable. The Price Reasonableness Memorandum detailing the Fair and Reasonable Price Determination will be included in the contract file documentation.

8. **MARKET RESEARCH**

Market Research was conducted in accordance with FAR Subpart 10, and it was determined that the above stated requirement is commercially available in the commercial market place from Neopost.

Only one responsible source and no other supplies or services will satisfy requirements. The Commission owns the Neopost equipment that is utilized in the mailroom. Their postage is propriety to them.

9. **ANY OTHER FACTS SUPPORTING THE JUSTIFICATION**

Specifications, statement of work, and purchase descriptions suitable for full and open competition have not been developed because it has been established that only one source can meet the agency's needs due to the ownership of the equipment.

10. **LISTING OF SOURCES**

See section 8.

11. **FUTURE PLANS TO PROMOTE COMPETITION**

The staff will continue to monitor the market and if there is a cost effective solution to replacing the machines and selecting another vendor, then plans will be made to promote.

JUSTIFICATION AND APPROVAL

OTHER THAN FULL AND OPEN COMPETITION/BRAND NAME

12. CONTRACTING OFFICER CERTIFICATION

By signing below "I have reviewed this justification and find it to be accurate and complete to the best of my knowledge and belief."

Approved By: Print Name Celeste H. Rueffert Contracting Officer
Signature **FOIA Exemption (b)(6)** Date: 1/14/13

13. TECHNICAL PERSONNEL CERTIFICATION

By signing below "I certify that the supporting technical data which form a basis for this justification, that are the responsibility of technical or requirements personnel are accurate and complete to the best of my knowledge and belief."

Prepared By: Print Name Keith Hipp Requestor/COR
Signature **FOIA Exemption (b)(6)** Date: 1/11/13

Approved By: Print Name Stephen McLaughlin Office Director/Cost Center Manager
Signature **FOIA Exemption (b)(6)** Date: 1/11/13