



U.S. International Trade Commission  
 500 E Street, SW  
 Washington, DC 20436  
 United States  
 202-205-3098  
 www.usitc.gov

Print Form

**Justification & Approval  
 For Other Than Full & Open  
 Competition/Brand Name**

USITC - 052 (Rev. 8/2016)

**REQUISITION NUMBER:** 6300-OARS-18-0033

**1. CONTRACTING OFFICE**

U.S. International Trade Commission  
 Office of Procurement  
 500 E Street, SW  
 Washington, DC 20436

**REQUIRING OFFICE**

U.S. International Trade Commission  
 Office of Analysis and Research Services  
 500 E Street, SW  
 Washington, DC 20436

**2. NATURE/DESCRIPTION OF ACTION(S)**

Sole Source

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 Capital Office Systems Inc., d/b/a Mid-Atlantic Filing Distributors, Inc.

**3. DESCRIPTION OF SUPPLIES/SERVICES (Check box below:)**

This requirement is to purchase:

Services to disassemble, relocate and reassemble compact shelving system from Office of Administrative Law Judge suite to Commission's Main Library.

- Support services (non-R&D)
- Supplies/equipment
- Information technology (IT)
- Other (specify): \_\_\_\_\_

**4. ESTIMATED CONTRACT VALUE**

**5. ANTICIPATED PERIOD OF PERFORMANCE/ DELIVERY DATE**

Period of Performance

December 20, 2017 to January 5, 2018

Options Through:



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### 6. STATUTORY AUTHORITY

Sole Source

FAR Subpart 6.302-1 and 41 U.S.C. 253(c)(1): When the supplies or services required by the agency are available from the only one responsible source, and no other type of supplies or services will satisfy agency requirements, full and open competition need not be provided for.

### 7. DEMONSTRATION OF CONTRACTOR OR BRAND UNIQUE QUALIFICATIONS

The renovations for the Commission building (including re-paint, re-carpet, and new-office construction) has been subject to calendar and funding uncertainties due to permits, reimbursements, funding under back-to-back Continuing Resolutions and increased costs to the projects planned. As a result, funding was achieved only recently, as too was certainty over the project moving ahead as planned with only minor adjustments.

The vendor responsible for the install of the high density shelving, located in the Office of Administrative Law Judges, many years ago, upholds the lifetime warranty. To procure another, different, vendor's services to disassemble, move, and reassemble the Commission's high-density shelving introduces risk. In addition, due to the timing uncertainties discussed above, any undue delay in starting this project, would unnecessarily and likely increase costs to the Commission.

### 8. DESCRIPTION OF EFFORTS MADE TO ENSURE OFFERS WERE SOLICITED FROM AS MANY POTENTIAL SOURCES AS IS PRACTICABLE

With Procurement assistance, other shelving system vendors were reviewed. With a prior compact shelving system solicitation, competing vendors did provide response to the solicitation. In an effort to exercise prudence and cost effectiveness for the Commission and the American taxpayer, the existing system, while not optimal for library material, was assessed for its potential re-purposing and found acceptable by the Library Services Division Chief.



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### 9. DESCRIPTION OF FAIR AND REASONABLE COST

In accordance with FAR Subparts 12.209, 13.106-3, 15.4, it is hereby determined 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.

### 10. MARKET RESEARCH

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



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### 11. ANY OTHER FACTS SUPPORTING THE JUSTIFICATION

n/a

### 12. LISTING OF SOURCES

No other sources.

### 13. FUTURE PLANS TO PROMOTE COMPETITION

The Main Library periodically review offerings and evaluates the marketplace to ascertain whether other vendors can provide the needed services.



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<b>14. TECHNICAL PERSONNEL/REQUIRING OFFICE CERTIFICATION</b>			
I certify that the facts and representations in this justification, included herein, meet the Government's need and that the supporting data which forms the basis for this justification is complete and accurate			
Prepared By:	Print Name: <u>Robert Bauchspies, Chief / Library Services</u>		Requestor/COR
	Signature: <u>ROBERT BAUCHSPIES</u>	<small>Digitally signed by ROBERT BAUCHSPIES, DN: cn=US, o=U.S. Government, email=Serve@usitc.trade.gov, cn=ROBERT BAUCHSPIES, ou=USITC, ou=USITC, ou=USITC, ou=USITC, ou=USITC Date: 2017.12.26 16:35:06 -0500</small>	Date: <u>12/26/2017</u>
Approved By:	Print Name: <u>Stephen McLaughlin, Director / OAS</u>		Office Director/Cost Center Manager
	Signature: <b>FOIA Exemption (b)(6)</b>		Date: <u>12/26/2017</u>
<b>15. CONTRACTING OFFICER CERTIFICATION</b>			
I have received this justification and find it to be accurate and complete to the best of my knowledge and belief.			
Approved By:	Print Name: <u>Debra Bridge</u>		Contracting Officer
	Signature: <b>FOIA Exemption (b)(6)</b>		Date: <u>December 27, 2017</u>