13.501 Special documentation requirements.

(a) Sole source (including brand name) acquisitions.

(1) **Acquisitions** conducted under simplified acquisition procedures are exempt from the requirements in [part 6](#). However, **contracting officers** must-

   (i) Conduct sole source acquisitions, as defined in [2.101](#), (including brand name) under this subpart only if the need to do so is justified in writing and approved at the levels specified in paragraph (a)(2) of this section;

   (ii) Prepare sole source (including brand name) justifications using the format at [6.303-2](#), modified to reflect that the procedures in FAR **subpart 13.5** were used in accordance with [41 U.S.C.1901](#) or the authority of [41 U.S.C.1903](#);

   (iii) Make publicly available the justifications (excluding brand name) required by [6.305(a)](#) within 14 days after contract award or in the case of unusual and compelling urgency within 30 days after contract award, in accordance with [6.305](#) procedures at paragraphs (b), (d), (e), and (f); and

   (iv) Make publicly available brand name justifications with the solicitation, in accordance with [5.102(a)(6)](#).

(2) Justifications and approvals are required under this subpart for sole-source (including brand-name) **acquisitions** or portions of an acquisition requiring a brand-name. If the justification is to cover only the portion of the acquisition which is brand-name, then it should so state; the approval level requirements will then only apply to that portion.

   (i) For a proposed contract exceeding the simplified acquisition threshold, but not exceeding $750,000, the contracting officer’s certification that the justification is accurate and complete to the best of the contracting officer’s knowledge and belief will serve as approval, unless a higher approval level is established in accordance with agency procedures.

   (ii) For a proposed contract exceeding $750,000 or the thresholds in paragraph (1) of the definition of simplified acquisition threshold in [2.101](#), but not exceeding $15 million, the advocate for competition for the procuring activity, designated pursuant to [6.501](#); or an official described in [6.304(a)(3)](#) or (a)(4) must approve the justification and approval. This authority is not delegable.

   (iii) For a proposed contract exceeding $15 million but not exceeding $75 million or, for DoD, NASA, and the Coast Guard, not exceeding $100 million, the head of the procuring activity or the official described in [6.304(a)(3)](#) or (a)(4) must approve the justification and approval. This authority is not delegable.

   (iv) For a proposed contract exceeding $75 million or, for DoD, NASA, and the Coast Guard, $100 million, the official described in [6.304(a)(4)](#) must approve the justification and approval. This authority is not delegable except as provided in [6.304(a)(4)](#).

(b) **Contract file documentation.** The contract file must include-

(1) A brief written description of the procedures used in awarding the contract, including the fact that the procedures in FAR **subpart 13.5** were used;
(2) The number of offers received;

(3) An explanation, tailored to the size and complexity of the acquisition, of the basis for the contract award decision; and

(4) Any justification approved under paragraph (a) of this section.

**Parent topic:** Subpart 13.5 - Simplified Procedures for Certain Commercial Products and Commercial Services