Office of the Procurement Executive
U.S. DEPARTMENT of STATE

Use this template when limiting competition using Simplified Acquisition Procedures for procurements not exceeding the simplified acquisition threshold (see FAR subpart 13.106-1(b)(1)).

Follow the instructions in red text (delete all RED text once edits are made).

SINGLE SOURCE JUSTIFICATION NOT EXCEEDING THE SIMPLIFIED ACQUISTION THRESHOLD

SECTION 1: IDENTIFICATION OF THE AGENCY AND THE CONTRACTING ACTIVITY

Department of State Contracting Activity	☒ Overseas Post- U.S. Department of State, Bureau of East Asian and Pacific Affairs, Executive Office (EAP/EX) and Regional Service Center – EAP (RSC-EAP), Bangkok, Thailand
Requiring Activity	EAP Mid-Level Manager Mentorship Program; Leadership and Management Skills Studio Mentorship Program

SECTION 2: NATURE AND/OR DESCRIPTION OF THE ACTION BEING APPROVED

Approval is requested to award on a sole source basis to Blue Door (blue-door.co) — United Kingdom for the supplies and/or services described in Section 3 on behalf of the Requiring Activity. The Contractor shall provide instructional design, curriculum development, facilitation, and program management services in support of RSC-EAP Bangkok. Specifically, the Contractor will update, adapt, and co-deliver the EAP Mid-Level Manager Mentorship Program for two parallel cohorts — one integrated within the Future Leaders Program (FLP 3.0) and one standalone cohort — for program year 2026–2027, running from approximately October 2026 through April 2027.

SECTION 3: DESCRIPTION OF SUPPLIES/SERVICES REQUIRED TO MEET THE AGENCY'S NEEDS

This contract requires a multidisciplinary effort encompassing instructional design, learning facilitation, program management, and evaluation services for a culturally diverse pool of adult professional learners across domestic and overseas Foreign Service assignments. The Contractor's scope of work includes, but is not limited to:

•Project management for two months of preparation (August–September 2026) and five months of program delivery (October 2026–April 2027).

•Design and distribution of Expression of Interest and Application surveys for the Standalone cohort, including a Mentorship and Leadership Benchmark component for pairing and post-program analysis.

•Review, update, and adaptation of all program materials — including session plans, slide decks, Articulate Rise online learning packages, Mentor Discussion Guides, and TL;DR resources — to reflect current

Department of State values, directives, and Leadership and Management Principles (LMPs), and to create distinct cohort-specific versions for both FLP and Standalone participants.

•Facilitation of an in-person kick-off event in Bangkok, Thailand (October 2026), including session planning, slide deck, event setup, and printed program packs; contractor to provide two (2) facilitators with associated travel, accommodation, and per diem costs.

•Co-facilitation of monthly virtual Skills Studios for each Mentee cohort (FLP and Standalone) and a shared Mentor workshop each month, for five months from October 2026 through March 2027. FLP sessions to be scheduled during EAP daytime hours; Standalone sessions to accommodate both domestic and overseas participants.

•Development and monthly delivery of updated Mentor Discussion Guides and TL;DR resources to support mentor one-to-one sessions.

•Design, administration, and analysis of mid-point and closing surveys for Mentors and Standalone Mentees, including benchmark comparison and a final recommendations report.

•Facilitation of a program wash-up debrief meeting with RSC-EAP upon program conclusion.

Estimated Contract Value: $49,700.00 USD (does not exceed the simplified acquisition threshold).

SECTION 4: IDENTIFICATION OF THE STATUTORY AUTHORITY PERMITTING OTHER THAN FULL AND OPEN COMPETITION

In accordance with Federal Acquisition Regulation (FAR) 13.106-1(b)(1), the Contracting Officer has deemed only one source reasonably available based on the following:

☒ Exclusive licensing agreements

☐ Brand-name

☐ Industrial mobilization

SECTION 5: DEMONSTRATION THAT THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS OR THE NATURE OF THE ACQUISITION REQUIRES USE OF THE AUTHORITY CITED

EAP/EX and RSC Bangkok provide professional development opportunities beyond the Department's existing training programs to all employees — American and Locally Employed (LE) Staff — across the EAP region. Blue Door was selected in 2024 as the original co-creator and delivery partner for the EAP Mentorship Program following a competitive process, and has since built unique institutional knowledge of EAP's participant base, program history, and learning materials.

Blue Door's unique qualifications for this award include:

•Original co-design and delivery of the EAP Mentorship Program since 2024, across four completed cohorts and multiple program iterations including standalone, FLP-integrated, and Skills Studio formats.
•Deep familiarity with EAP's organizational culture, leadership priorities, Department of State Leadership and Management Principles, and the specific professional development needs of mid-level Foreign Service Officers.
•Ownership and working knowledge of all existing program materials, including Articulate Rise online packages, Mentor Discussion Guides, session plans, slide decks, and benchmark survey instruments, which form the foundation of the 2026–2027 program.
•Established co-facilitation relationship with EAP/EX (RSC-EAP), including a proven double-hander delivery model that has received consistently strong participant feedback from both Mentors and Mentees.
•Additional EAP/EX (RSC-EAP) project experience relevant to this contract, including: two six-month Future Leaders Program cohort programs; a six-month mentorship program (design and delivery) for mid-level managers across EAP; a three-day in-person leadership workshop for mid-level managers; a virtual instructor-led workshop for hiring managers; a professional development workshop for management officers in EAP; a three-day Employee Relations workshop for managers and HROs; and a week-long leadership course originally designed for the EUR region.
•Familiarity with Department of State training continuums, FSI requirements, and applicable Department policies and regulations, developed through extensive project work for EAP/EX and RSC Frankfurt.

A testimonial from EAP/EX reflects the depth of this partnership: Blue Door has consistently demonstrated that they are not merely service providers but creative partners invested in EAP's success, delivering learning environments that exceed expectations.

SECTION 6. DETERMINATION BY THE CONTRACTING OFFICER THAT THE ANTICIPATED COST TO THE GOVERNMENT IS FAIR AND REASONABLE

EAP/EX (RSC-EAP) has partnered with Blue Door for multiple leadership development and training projects since 2024. The work under this contract directly builds upon and extends program materials, platform architecture (Articulate Rise), survey instruments, facilitation approaches, and participant relationships that Blue Door developed in close collaboration with EAP/EX over more than two years.

Blue Door is uniquely positioned to execute this work without a ramp-up period, ensuring continuity for program participants and minimizing administrative burden on RSC-EAP. Working with a new vendor would require the Government to fund a full program redesign from scratch, incur additional costs associated with onboarding and familiarization, and risk significant delay in program launch and delivery — all of which would prevent EAP from meeting the professional development needs of mid-level FSOs across the Indo-Pacific and utilizing available FY26 program funds.

A notice of this acquisition will not be publicized pursuant to FAR 5.202, as this is a sole source acquisition based on the unique qualifications of Blue Door as described herein

SECTION 7. CERTIFICATIONS

All reviews and approvals should be completed in the order listed unless otherwise authorized or required.

REQUIREMENTS CERTIFICATION

I certify that the facts and representations under my cognizance which are included in this Justification and its supporting acquisition planning documents, except as noted herein, are complete and accurate to the best of my knowledge and belief.

Requirements Cognizance:
SIGNATURE:

5/28/2026

Eric Hansen
Director
RSC-EAP-EDD

Date

CONTRACTING OFFICER CERTIFICATION

I certify that this submission is accurate to the best of my knowledge, and that it contains complete information necessary to enable other officials to make an informed recommendation for approval or disapproval.

SIGNATURE:

5/28/2026

Ramon J. Menendez-Carreira
Contracting Officer
General Services Office, U.S. Embassy Bangkok

Date