DEPARTMENT OF THE AIR FORCE
149TH FIGHTER WING (ANG)
JOINT BASE SAN ANTONIO-LACKLAND TEXAS

17 June 2026

MEMORANDUM FOR RECORD

FROM: 149 MSG/MSC

SUBJECT: Single Source Determination for Managed Print Services

1. Agency and Requirement: The 149th Mission Support Group, Contracting Office (149 MSG/MSC), requires a nine-month bridge contract for Managed Print Services (MPS) for the Texas Air National Guard (MNANG). The total estimated value is $48,240.00.

2. Authority: This sole source determination is made in accordance with Revolutionary Federal Acquisition Regulation Overhaul (FAR) 12.102(a) which states for acquisitions valued at or below the simplified acquisition threshold (SAT), document the decision that only one source is available and the basis for the decision. This action is for a commercial service, under the SAT, and this documentation satisfies the requirement of FAR 12.102(a).

3. Basis for Decision: The Contracting Officer has determined that Cartridge Technology, LLC, (CTI) is the only source reasonably available to provide the required services to prevent a lapse in mission-critical operations. The basis for this determination is as follows:

    a. Urgent and Unforeseen Requirement: The Defense Logistics Agency (DLA) terminated the preceding MPS contract with an effective date of 1 April 2026, providing only one business day's notice. This was due to an internal funds transfer issue with the financial systems and was outside the MNANG's control. We attempted to rectify this situation with DLA but were unsuccessful.
    b. Incumbent's Unique Position: The proposed contractor, CTI, was the incumbent under the DLA contract. As a result, CTI's equipment, consisting of 32 essential Multi-Function Peripherals (MFPs), is already installed and fully integrated within the TXANG's facilities
    c. Continuity of Service: No other vendor could possibly provide this service by the 1 July 2026 deadline. A new vendor would require several weeks or months to remove the 32 existing machines and install new equipment, which would cause an unacceptable break in mission-critical printing, scanning, and copying capabilities. CTI is the only vendor that can ensure the required continuity of service.

4. Fair and Reasonable Price: The contracting officer will determine the price of this acquisition to be fair and reasonable by comparing the quoted pricing under CTI’s GSA FSS to the pricing established under the previous DLA contract.

5. Future Competition: This nine-month sole source contract is a temporary bridge action. It is being executed specifically to provide the time needed to develop and issue a fully competitive, long-term acquisition for these services, which will be solicited on the Government Point of Entry (GPE).

6. If there are any questions, please contact me at buddy.ciemiengo.1@us.af.mil or 210-925-7140.

BUDDY L. CIEMIENGO, MSgt, TXANG
149th Base Contracting Officer