Justification for Other Than Full and Open Competition

J&A Log Number 26-07
U.S. Department of Housing
and Urban Development
Office of the Chief Procurement Officer

PART 1 - PROGRAM OFFICE RECOMMENDATION

I recommend the use of other than full and open competition for the acquisition of **[*describe services or supplies*]**
NSPIRE O&M Support Services

Negotiations should be conducted with the following source(s) only **[*provide names, addresses and points of contact; continue on separate sheets as needed*]:**
Millsapps, Ballinger & Associates (MB&A), Josh Millsapps, 1765 Greensboro Station Pl, Suite 900, McLean, VA 22102 (703) 973-5404

The estimated cost of this acquisition is: **$** [redacted]

The statutory exception which allows this use of other than full and open competition is **[*select one*]:**

- [X] Only one responsible source and no other supplies or services will satisfy agency requirements - 41 USC 3304 (a)(1) (see FAR 6.302-1)
- [ ] Unusual and compelling urgency - 41 USC 3304 (a)(2) (see FAR 6.302-2)
- [ ] Industrial mobilization; engineering, developmental or research capability; or expert services - 41 USC 3304 (a)(3) (see FAR 6.302-3)
- [ ] Authorized or required by statute - 41 USC 3304 (a)(5) (see FAR 6.302-5)
- [ ] Public interest (***NOTE: requires Secretarial approval and Congressional Notification***) - 41 USC 3304 (a)(7) (see FAR 6.302-7)

[■] A description of the circumstances that support the use of the above statutory authority is attached and included as Exhibit 1 to this justification.

Program Office Certification. I certify that the information contained in this justification is accurate and complete to the best my knowledge and belief.

Head of Program Office [***name***]	Title/Name of Office:	
Prepared by: Benita Meadow (COR) for Eric Sidle, (CIO) Signature Benita Meadow DN: CN = Benita Meadow email = Benita.O.Meadow@hud.gov C = US O = HUD OU = Office of the Chief Information Officer Date: 2026.03.12 15:20:22 -04'00'	CIO, OCIO	
Signature: STEPHEN SIDLE Digitally signed by STEPHEN SIDLE Date: 2026.03.19 23:37:21 -04'00'	Date:	For additional information contact:

PART 2 - CONTRACTING OFFICER REVIEW AND CERTIFICATION

Provide additional justification and comments here. Continue on back as needed.

Contracting Officer Certification.

I certify that the information contained in this justification is accurate and complete to the best of my knowledge and belief.

Name:	Signature:	Date:
DWAYNE GIST	Digitally signed by: DWAYNE GIST DN: CN = DWAYNE GIST C = US O = U.S. Government OU = Department of Housing and Urban Development, Office of the Chief Procurement Officer Date: 2026.04.22 15:14:45 -04'00'	

PART 3 - OTHER APPROVALS

Up to $750,000 - Contracting Officer

Name DWAYNE GIST Digitally signed by: DWAYNE GIST DN: CN = DWAYNE GIST C = US O = U.S. Government OU = Department of Housing and Urban Development, Office of the Chief Procurement Officer Date: 2026.04.22 15:15:17 -04'00'	**Title**
Signature	**Date**

$750,000 to $15,000,000 - Competition Advocate

Name AKINSOLA AJAYI	**Title** Digitally signed by: AKINSOLA AJAYI DN: CN = AKINSOLA AJAYI C = US O = U.S. Government OU = Department of Housing and Urban Development, Office of the Chief Procurement Officer Date: 2026.04.26 09:38:18 -04'00'
Signature	**Date**

$15,000,000 to $75,000,000 - Deputy Chief Procurement Officer

Name	**Title**
Signature	**Date**

Over $75,000,000 - Senior Procurement Executive

Name	**Title**
Signature	**Date**

Additional Contracting Officer justification/comments from front [attach additional pages if needed]

Additional Guidance for Completing the Justification
(see HUD Handbook 2210.3, Chapter 4)

PART 1 - Program Office Recommendation

The supporting documentation in the Exhibit 1 must describe:

- The nature of the proposed acquisition that requires other than full and open competition;
- The unique qualifications of any proposed sole source; and
- The market research conducted (see FAR Part 10) and the results or the reason(s) why market research was not conducted.

The cost estimate must include all costs of the proposed acquisition, e.g., options, systems life costs, etc. The total will determine the approval level needed (see 3 below).

FAR Subpart 6.3 describes the statutory exceptions, their applicability and limitations on their use.

"Head of the Program Office" means:

- For all Headquarters acquisitions: the cognizant Assistant Secretary or designee.
- For field acquisitions: the program office director (e.g., Director, Multifamily Housing) within the State or Area Office.

PART 2 - Contracting Officer Review and Certification

Besides any information provided to support the program office's justification, the Contracting Officer shall provide:

- Documented results of any Federal Business Opportuity notices or explanation of why no notice was published.
- A statement of actions the Department may take to remove barriers to competition for subsequent acquisitions of similar services / supplies; and
- A determination that the anticipated cost / price is fair and reasonable. (See FAR Subpart 6.3 for further guidance.)

The Contracting Officer signing the certification shall be the same individual who will sign the proposed acquisition action which is the subject of this justification.

PART 3 - Other Approvals

The Contracting Officer shall obtain the approval for the dollar value ranges indicated.

If any person required to sign in these blocks disapproves this justification, he/she shall return it to the requesting activity with a written determination.

The requesting activity may obtain the name of the "Contracting Activity Competition Advocate" from the cognizant contracting office.

The "Head of Contracting Activity" is defined at Subpart 2402.1 of the HUD Acquisition Regulation (48 CFR Chapter 24). The cognizant contracting office may also provide the name of this individual.