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

SINGLE SOURCE JUSTIFICATION NOT EXCEEDING THE SIMPLIFIED ACQUISTION THRESHOLD

SECTION 1: IDENTIFICATION OF THE AGENCY AND THE CONTRACTING ACTIVITY

Department of State Contracting Activity	☐ Office of Acquisitions Management ☐ Foreign Service Institute ☐ Office of Foreign Missions ☐ U.S. Mission to the United Nations ☒ Overseas Post Bangkok
Requiring Activity	Temporary Quarters

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

Approval is requested to award on a sole source basis to Marriott Executive Apartments Town Hall, Sukhumvit 49, Bangkok for the supplies and/or services described in Section 3 on behalf of the Requiring Activity.

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

The requirement is to provide Temporary Quarters at Marriott Executive Apartments Town Hall, Sukhumvit 49, Bangkok The estimated value for the entire period of performance is including options. These supplies/services require that a Temporary Quarters (TQ) accommodation that can adequately support the family's specific requirements, including sufficient space for family members, accommodation for two pets, and convenient access to the school. This will allow the Office of GSO Housing to accomplish the Temporary Quarters arrangements. To support official PCS travel operations, Temporary Quarters (TQ) arrangements were managed in accordance with established procedures.

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:

☐ Urgency
☐ Exclusive licensing agreements
☐ Brand-name
☐ Industrial mobilization
☒ Other – American hospitality company, the property provides fully furnished serviced apartments with kitchen, laundry facilities, pet friendly and date availability.

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

Temporary Quarters (TQ) arrangements are required for and family because their assigned residence will not be available upon arrival. The officer is scheduled to arrive on while the current occupant will not vacate until The landlord has confirmed that the make-ready process will take approximately one month, followed by an additional 1–2 weeks for furniture and appliance delivery, Safety and RSO inspections, and final cleaning. Based on this timeline, the residence cannot be prepared in time, necessitating short-term TQ accommodations.

has outlined specific requirements for his household of two adults, two children and two small pets Since the children will attend School, the family requires a pet-friendly, three-bedroom residence in close proximity to However, pet-friendly apartments in the desired area are extremely limited, significantly narrowing suitable options. Market research showed that identifying units meeting all criteria—three bedrooms, pet-friendly, and near -was highly challenging during the required dates.

was the preferred option due to its location near both the Embassy and but it was unavailable. and were fully booked, and was not within convenient walking distance to BTS, making daily commuting less practical. Given these constraints, the selected property—Marriott Executive Apartments Town Hall—was determined to be the most feasible choice.
Further market research by MTV confirmed that no other available properties met the required combination of location, room configuration, and pet-friendly accommodations. Marriott Executive Apartments Town Hall is the only option that satisfies all mandatory criteria for the stay period of . Its pricing is reasonable and comparable to alternatives such as and

Considering the unique and time-sensitive nature of the requirement—including the officer's arrival schedule, family composition, pet-friendly needs, and proximity to —only the proposed contractor can provide accommodations meeting all specifications. Therefore, use of the single-source authority is fully justified.

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

By signing the justification, the Contracting Officer makes a determination that the price to the Government is anticipated to be fair and reasonable.

Market research was conducted to identify other available options that could meet the family's requirements, including a three-bedroom, pet-friendly apartment located near the school. After reviewing the available properties, no other suitable alternatives were identified that could meet all required criteria.

Based on the market comparison, the proposed rate is considered fair and reasonable, as it is comparable to similar properties in the area and meets the required criteria.
Therefore, this property represents a practical and cost-effective option for Temporary Quarters (TQ) accommodation.

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:

Patrick R. Murphy
General Services Officer
GSO Housing, U.S. Embassy Bangkok

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:

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

7/16/26
Date