



**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
NSSC PROCUREMENT OFFICE**

INTEGRATED PROCUREMENT DOCUMENTATION FOR TRAINING PURCHASES

(Complete for any training request between \$3,000 and \$100,000 except for training obtained from another Government Agency, i.e. OPM, FEI)

**SECTION A - TRAINING REQUEST IDENTIFICATION
(to be completed by Center Training Office Approval)**

1. NF 1735 TRACKING NUMBER:	2. TRAINEE NAME:
3. TRAINING VENDOR:	4. ESTIMATED COST:

**SECTION B - RECOMMENDATION AND DETERMINATION TO SOLICIT FROM ONE SOURCE
(to be completed by Center Training Office Approval)**

This recommendation is made pursuant to FAR 13.106, for the acquisition of services determined to be reasonably available from only one source. Competition is impracticable for the following reasons (check all that apply):

- Employee is currently enrolled in an academic program at the institution.
- Specialized course only available from the above source and no other course will satisfy the employee's training requirement.
- Only institution within a 50 mile radius offering the course or program and the Agency will not reimburse the employee for travel.
- Only available course offered at the time the applicant can attend and delay would have an unacceptable impact on the employee or the Center.
- Course is part of an Agency/Center Development Program which the employee applied and was selected for by the Human Resources Panel.
- Other (explain).

**SECTION C – DETERMINATION OF PRICE REASONABLENESS
(to be completed by the NSSC Contracting Officer)**

Pricing has been determined to be fair and reasonable based on (check all that apply):

- The price is the same as the published price or catalog price and reflects the same price charged to non-government customers attending the same course. All available discounts and early registration incentives have been taken.

Price has been verified by reviewing:

- | | |
|--|--|
| <input type="checkbox"/> University tuition schedule for current term | <input type="checkbox"/> Vendor course catalog |
| <input type="checkbox"/> Published brochure advertising the conference or training event | <input type="checkbox"/> Vendor Website |
| <input type="checkbox"/> Other (Explain). | |

- Comparison of previous contract prices with current proposed prices for the same or similar courses.
- Comparison of proposed prices with independent Government cost estimates.
- Comparison of proposed prices with prices obtained through market research for the same or similar courses.
- Analysis of pricing information provided by the offeror.
- Other (explain).

SECTION D – SYNOPSIS REQUIREMENTS
(To be completed by Center Training Officer if value of request is \$25,000 or greater)

Check only one box:

- Pursuant to NFS 1805.207 and NFS 1804.570, the proposed contract action will be published on the NASA Acquisition Internet Service (NAIS) and pursuant to FAR 5.201 will be transmitted to the Government Point of Entry, GPE. The results received in writing and their disposition will be added to this document by addendum.
- Pursuant to FAR 5.202 (a) (2), the proposed contract action is made under the conditions described in FAR 6.302-2 (or, for purchases conducted using simplified acquisition procedures, if unusual and compelling urgency precludes competition to the maximum extent practicable) and the Government would be seriously injured if the agency complies with the time periods specified in FAR 5.203.

Describe the unusual or compelling urgency circumstances and the harm that the government would incur if the requested training was not purchased on an urgent basis in the text box.

Description of unusual or compelling urgency circumstances

SECTION E - CERTIFICATIONS

I certify that the facts presented in this justification are accurate and complete.

Center Training Office Approval

Date

I hereby accept the above stated recommendation and determine that the circumstance of the action deem only one source reasonably available.

NSSC Contracting Officer

Date

SECTION F – FAXING INSTRUCTIONS (for the Center Training Office)

- 1.) Complete electronic NSSC-Form-0027 available online: <http://www.nssc.nasa.gov/forms>
- 2.) Print NSSC-Form-0027 and use as a fax cover sheet for this form.