

Guide to Judiciary Policy

Vol. 14: Procurement
Ch. 3: Purchasing Methods

Appx. 3B: Determination of Best Procurement Approach

Title of Effort: _____ *[Title of the statement of work or requirement]*

Contract Vehicle: _____ *[Contract number and the name of the servicing agency that administers the contract]*

Requesting Agency: _____ *[Name of the requirements office]*

Requirements POC: _____ *[Name, position title, email, and telephone number]*

Description of Effort: _____ *[Brief description of the type of supplies/services to be acquired]*

Total Estimated Cost: _____ *[Estimated dollar amount and type of funds]*

Using _____ *[Agency name]*'s contract for the acquisition of _____ *[title of acquisition]* represents the best procurement approach for, and is in the judiciary's best interest based on the following:

1. The suitability of the contract vehicle. *[Explain how either the tasks to be accomplished or the supplies to be provided are within the scope of the contract to be used. Indicate whether or not the requiring activities schedule, performance, and delivery requirements will be met.]*

2. The value of using the contract vehicle. *[Explain why the use of the contract vehicle is cost effective, taking into account administrative cost savings from using an already existing contract; lower prices and/or discounts; greater number of vendors; and reasonableness of the acquisition vehicle access fee.]*

- 3. The expertise of the requesting agency to place orders and administer them against the selected contract vehicle. *[Document the expertise of the contracting office/officer placing orders against the contract and administering them throughout the acquisition lifecycle.]*

- 4. Terms, conditions, and/or requirements unique to judiciary will be incorporated into the order to comply with agency policy and procedures.

Determination of Best Procurement Approach Direct Acquisition

Based upon the foregoing findings, I determine that the use of the contract of _____ *[Agency name]* for the acquisition of _____ *[requirement]* represents the best procurement approach for the judiciary and is in its best interest.

I reviewed the determination of Best Procurement Approach and find it adequate for approval.

Signature: _____ Date: _____

Typed name: _____

Contracting Specialist/Officer _____

I reviewed the determination of Best Procurement Approach and find it legally sufficient.

Signature _____ Date: _____

Typed name: _____ Branch Chief: _____