

INSTRUCTIONS FOR CG3 JOFOC FORM

1. Requestor name is the person who can respond to questions concerning the procurement.
2. List purpose of this procurement, such as replacement of old equipment, need to add the following capabilities and list them, etc. In the second block, choose a new requirement, a follow-on (previously justified to this source and need to procure again) or other and specify.
3. Federal regulations acknowledge several reasons that may justify limiting competition. The first box, citing “one responsible source” lists the most common exception, which generally means the following to NCI-Frederick:
 - Same vendor must be used to retain continuity with prior work
 - Patent rights
 - Software applications
 - Other comparable reasonsIt is necessary to provide additional documentation listing unique qualifications that support the reason.
4. List the products, manufacturers, services checked and document how the suggested vendor and/or products were determined.
5. List how you will conduct market research in the future or state why this is simply not possible.