

HUD-24013 INSTRUCTION COVER PAGE

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- B. Find the form you just downloaded/saved and right-click on the file.
- C. Click **Open With**
- D. Select **Kofax Power PDF**
- E. Complete the form per the guidance on page 3 of this form (excluding this Instruction Cover page).
- F. Sign form using e-sign guidance below.

Instructions to use electronic signature on Form HUD-24013 (4/2026).

1. You must save this document first (see above).
2. Click on the “e-sign” block where you want your signature to appear.

Program Office's Supporting Data The following information has been provided to support the limitation of sources or specific brand name, product, or product feature (e.g., verification of the Government's minimum needs or requirements or other rationale for limited sources) <i>[list and describe; attach additional pages if needed]</i> 		
Program Office Official's Certification I certify that the information provided in support of this justification is complete and accurate to the best my knowledge and belief.		
Head of Program Office [name] : 		Title/Name of Office:
Signature:  	Date: 	For additional information contact:
PART 2 – CONTRACTING OFFICER'S DETERMINATION AND CERTIFICATION		

3. Choose the digital ID that you want to use.
4. Click “continue” button in the lower right corner.
5. Click “sign” button in the lower right corner.
6. The “save as” screen will pop up next.
7. You must save the document under a different name.
8. You will need to enter your pin for your HUD PIV card.
9. Then the document will be saved in your files, and your digital signature will appear on the form.
10. Save the file (do not change the file name) and send it to the next person to sign the document as required.

Sole Source Justification – Federal Supply Schedule Orders Exceeding the Simplified Acquisition Threshold

U.S. Department of Housing
and Urban Development
Office of the Chief Procurement Officer

PART 1 – JUSTIFICATION *(to be completed by requesting office)*

This acquisition is conducted under the authority of the Multiple Award Schedule Program, the statutory authorities for which are Title III of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 251, et seq.) and Title 40 U.S.C. 501, Services for Executive Agencies.

Services or supplies to be ordered [*describe*]:

Total estimated cost of this order [*include all costs of the proposed acquisition, e.g., options, systems life costs, etc.; total will determine the approval level needed*]: \$

Limiting Consideration from Required MAS Ordering Procedures (see RFO 8.401)

Consideration for this Federal Supply Schedule order should be limited to the following source(s) [*provide names, addresses and points of contact or attach separate sheet as needed*]:

Circumstances justifying restriction of sources for consideration [*select appropriate*]:

- ☐ The need is of such unusual urgency that following the procedures would result in unacceptable delays in fulfilling that need (see GSAR 538.7104-3(b)(1)(i)).
- ☐ Only one source is capable of providing the products, services, or solution required at the level of quality required because the products, services, or solutions are unique or highly specialized (see GSAR 538.7104-3(b)(1)(ii)).
- ☐ The order should be issued on a sole source basis in the interest of economy and efficiency because it is a logical follow-on to an FSS order already issued on a competitive basis (see GSAR 538.7104-3(b)(1)(iii)).
- ☐ It is necessary to place the order with a particular FSS contractor to satisfy a minimum guarantee established in the FSS BPA (see GSAR 538.7104-3(b)(1)(iv)).
- ☐ A law expressly authorizes or requires that the purchase be made from a specified source (see GSAR 538.7104-3(b)(1)(v)).

Attachments [*provide the following information*]:

- ☐ A complete description of the circumstances that justify the above restriction.
- ☐ Demonstration/description of the proposed contractor's unique qualifications to provide the required supply or service (if **consideration is to be limited to one schedule contractor**).
- ☐ A description of the market research conducted among schedule holders and the results or a statement of the reason market research was not conducted.
- ☐ A statement of the actions, if any, the Department may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.

Consideration Limited to Sources Providing Particular Brand, Product, or Product Feature

Sources to be considered for this order should be limited to those offering the following item(s) peculiar to one manufacturer (e.g., a particular brand name, product, or a feature of a product, peculiar to one manufacturer) [*list and describe fully, or attach detailed description of the product or critical characteristics of the product*]:

Attachments [*provide the following information*]:

- ☐ If brand name, product, or product feature is the basis for the restricted consideration, the program office must describe why it is essential to the Government's requirements and demonstrate how the attached market research supports the determination that other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the Department's need.
- ☐ A statement of the actions, if any, the Department may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.

If the order contains brand name specifications, the requirement has been posted unless the following exception applies (see GSAR 538.7104-3(b)(3):

- ☐ Publication is not required in the event of extraordinary circumstances or where publication would compromise national security (e.g., would result in disclosure of classified information or create other security risks).

Program Office's Supporting Data

The following information has been provided to support the sole source or specific brand name, product, or product feature (e.g., verification of the Government's minimum needs or requirements or other rationale for limited sources) *[list and describe; attach additional pages if needed]*

Program Office Official's Certification

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

Head of Program Office *[name]*:

Title/Name of Office:

Signature:

Date:

For additional information contact:

PART 2 – CONTRACTING OFFICER'S DETERMINATION AND CERTIFICATION

I hereby determine that:

The order represents the best value to HUD consistent with the requirements of GSAR 538.7102-2(d); and,

If a particular brand name, product, or product feature is requested, I hereby determine that it is essential to the Government's requirements, and as demonstrated by the attached market research, other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the Department's need.

I certify that the information contained in this justification is accurate and complete to the best of my knowledge and belief. This certification serves as approval of this sole source justification for orders up to \$900,000.

Name:

Signature:

Date:

PART 3 – APPROVALS

For orders greater than \$900,000 up to \$20,000,000 – Competition Advocate

Name:

Signature:

Date:

For orders of \$20,000,001 to \$90,000,000 – Deputy Chief Procurement Officer

Name:

Signature:

Date:

For orders over \$90,000,000 – Senior Procurement Executive

Name:

Signature:

Date: