



Transportation  
Security  
Administration

Sole Source Justification (SSJ)

**SECTION I: Introduction and Agency and Contracting Activity**

This Sole Source Justification (SSJ) is prepared pursuant to the requirements section 4202 of the Clinger-Cohen Act of 1996 or the Services Acquisition Reform Act of 2003 (41 U.S.C. 428a) as implemented by Federal Acquisition Regulation (FAR) Subpart 13.501 and consistent with the content requirements of FAR 6.303-2.

The Transportation Security Administration (TSA), Office of the Chief Administrative Officer (CAO), Office of Field Real Estate Services (FRES) and Office of Acquisition propose to solicit and issue a Purchase Order to one source on the basis of only one source is reasonably available (FAR 13.501(n)(1)(ii)).

The procurement request number is 2114204RES029 and the Office of Acquisition's tracking number is JA-2014-1-1086.

This acquisition is conducted under FAR Part 13.5, Test Program for Certain Commercial Items.

TSA intends to post the requirement pursuant to FAR 13.501(n)(1)(iii)

**SECTION II: Description of Action Being Approved**

This SSJ justifies and approves TSA's acquisition approach to award a sole source contract to CoStar Inc. ("CoStar") using Commercial Test procedures without seeking competition for a market research tool that provides verified, commercial real estate information on a comprehensive, nationwide scale. This action is being taken pursuant to FAR 13.501. CoStar is the only company that provides a solution that meets FRES's commercial market research needs.

**SECTION III: Description of Supplies or Services**

The requirement is to provide a market research tool that provides verified information on commercial real estate available for leasing on a nationwide scale. This tool is needed for 8 TSA employees for the base year, and between 8-11 employees for option years. TSA requires this tool because it has requirements for leasing offices for TSA workspace across the U.S. (currently, TSA leases space around 450 federalized airports) and requires a tool that will provide TSA with commercial real estate market research when TSA has a requirement for future leased space.

CoStar is the only provider of the required research tool. CoStar's entry-level product, CoStar Property Express, meets TSA's requirement, and therefore is the item being approved by this SSJ. TSA also requires that four users have mobile access to the tool, which CoStar accomplishes with their Key Token product, which is a security device that has built-in authentication mechanisms that allows users to access the CoStar tool anywhere.

A summary of this requirement is as follows:

- 1) 8 license subscriptions to the CoStar Property Express product (five years, including option years).
- 2) 4 FOB Key Tokens
- 3) Up to three additional subscriptions to the CoStar Property Express product for Option Years 1-4.

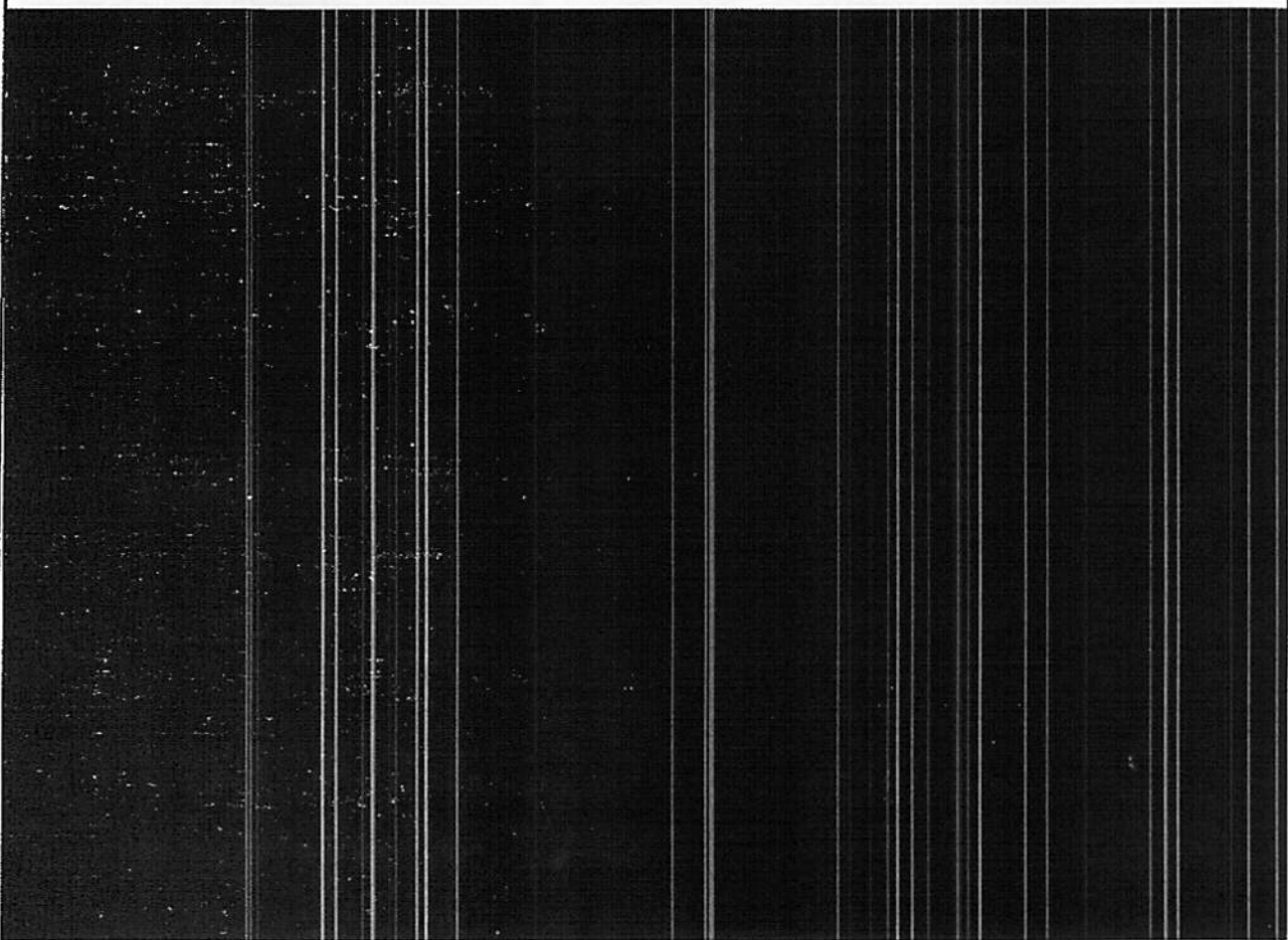
**IGCE Summary**

| Period        | Total |
|---------------|-------|
| Base Year     |       |
| Option Year 1 |       |
| Option Year 2 |       |
| Option Year 3 |       |
| Option Year 4 |       |
| Total         |       |

**SECTION IV: Identification of the Single Source Solicitation Authority**

This action is being taken under the authority of the Test Program for Commercial Items, 4202 of the Clinger-Cohen Act of 1996 or the Services Acquisition Reform Act of 2003 (41 U.S.C. 428a) (see FAR 13.501(a)(1)(ii)).

**SECTION V: Demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited.**



**SECTION VI: Description of efforts made to ensure that offers are solicited from as many potential sources as is practicable**

On January 15, 2014, TSA posted a Special Notice on the Government Point of Entry that highlighted TSA intention to contract with CoStar on a sole source basis, and the notice requested that interested vendors in meeting this requirement submit their information outlining their capabilities to TSA. TSA did not receive any submission from vendors prior to the response deadline, January 21, 2014; therefore, no other potential sources, other than CoStar Inc., have been identified that can meet this requirement.

**SECTION VII: Determination by the contracting officer that the anticipated cost to the Government will be fair and reasonable.**

Award to CoStar is contingent upon the Contracting Officer's determination of price reasonableness. The Contracting Officer anticipates evaluating the price for fair and reasonableness by comparing offered pricing with pricing found in current Government contracts.

Market research was conducted through a search of the Internet for various sources providing commercial real estate data that might provide the details TSA RRS requires for market research needs. Also, two federal agencies that recently procured a commercial real estate data provider were contacted to discuss their procurement approach and selected Contractor. A firm in this industry (CoStar) was contacted for Market Research pricing, and information regarding their offered subscriptions;

CoStar is the only firm that has expressed an interest in this requirement.

TSA will monitor the industry and identify products that can meet TSA's future requirements for commercial market research information.

I certify that the data supporting the recommended use of other than full and open competition is accurate and complete to the best of my knowledge and belief.

I certify that this requirement meets the Government's minimum need and that the supporting data, which forms a basis for this justification, is complete and accurate.

Loretta Hawley  
Name (Printed)

*Loretta Hawley*  
Signature

1/22/2014  
Date

Khlana Brown  
Name (Printed)

*Khlana Brown*  
Signature

1/24/14  
Date

Scott Dalton  
Name (Printed)

*Scott Dalton*  
Signature

1/23/2014  
Date

The required levels of concurrence and approval of this Limited Sourced Justification depend on the estimated total value of the procurement. Concurrence and approval must be obtained for that level and each previous level.

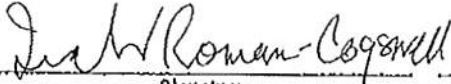

Concurrence:

Program Manager:

Khlana Brown  
Name (Printed)

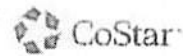
*Khlana Brown*  
Signature

1/24/14  
Date

|                               |  |           |
|-------------------------------|--|-----------|
| Acquisition Official Approval |  |           |
| Branch Chief:                 |  |           |
| Isabel Roman-Cogswell         |  | 1/24/2014 |
| Name (Printed)                | Signature  | Date      |
| Acquisition Official Approval |  |           |
| Division Director:            |  |           |
| Marvin Grubbs                 |   | 1/24/2014 |
| Name (Printed)                | Signature  | Date      |

CoStar  
Information  
Subscription Form

|                                     |                |
|-------------------------------------|----------------|
| FOR INTERNAL ONLY: (Ref ID) 1006057 |                |
| AE:                                 | Brandon Szmidt |
| Location ID                         | 36105980       |
| Business Code:                      | Government     |



|  |   |
|--|---|
| <b>BILL TO:</b>                            |   |
| Licensee: Effingham County Assessor Office | Location ID: 36105980                                   |
| Address: 901 N Pine St                     | City/Prov/Postal Code: Springfield, GA 31329            |
| Telephone: (912) 754-2125                  |   |
| Bill-To Contact: Neil Groover              | Email for Bill-to-Contact: ngroover@effinghamcounty.org |
| <b>USE:</b>                                | <b>BILLING CYCLE:</b>                                   |
| Total No. Listings: 0                      | <input checked="" type="checkbox"/> Monthly             |
| Total No. Sites: 1                         | <input type="checkbox"/> Quarterly                      |
| Total No. Authorized Users (All Sites): 2  | <input type="checkbox"/> Yearly                         |
| <b>TERM:</b>                               | <b>COMPS HISTORICAL DATA:</b>                           |
| One Year Initial Term                      | From (MMYY): 4/2000 (COMP'S Subscribers)                |
| <b>INVOICE TYPE/BILLING PREFERRED:</b>     | <b>START DATE:</b>                                      |
| Single Invoice                             | Immediate Start   |

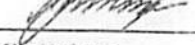
| SERVICES  |          |                     |                                   |
|---|----------|---------------------|-----------------------------------|
| Site  | Market   | Product Description | Monthly License Fees (Before Tax) |
| 36105980  | Savannah | CoStar Suite        | \$720.00                          |
| Total Monthly Fees From Additional Schedule of Services |          |                     |                                   |
| Discount:   |          |                     |                                   |
| Total Monthly License Fees:                             |          |                     | \$720.00                          |
| Discounted Monthly License Fees:                        |          |                     |                                   |

Notes:


This agreement includes the applicable Terms and Conditions for the services identified above, available at <https://www.apartments.com/advertise/disclaimers/internal-advertising-terms-and-conditions> and/or <https://www.costar.com/CoStarTerms-and-Conditions>, and any addenda attached hereto between CoStar Realty Information, Inc. ("CoStar") and the above-named Customer/Licensee (collectively, the "Agreement"), and establishes the terms and conditions under which CoStar will license the products set forth in this Agreement. The Terms and Conditions are an integral part of the Agreement being formed hereby. In addition, where applicable, this Agreement incorporates by reference the website Terms of Service/Use available online at [www.apartments.com](http://www.apartments.com), [www.apartmentfinder.com](http://www.apartmentfinder.com) and [www.costar.com](http://www.costar.com) (collectively, the "Website Terms of Use"). Customer/Licensee agrees to comply with the Website Terms of Use and to regularly review such terms for updates and changes. To the extent a conflict exists, the Subscription Form and the Terms and Conditions shall govern over the Website Terms of Service. Terms used on this Subscription Form and not otherwise defined shall have the meanings set forth in the applicable Terms and Conditions.

In the event that Licensee does not execute this Agreement by the following date 4/30/2019, the terms of this Agreement shall become null and void, provided, that if Licensee executes this Agreement after such date and CoStar countersigns this Agreement, then this Agreement shall be valid and binding on the parties. The person executing this Agreement on behalf of Licensee represents and warrants that he or she has been authorized to do so and that all necessary actions required for the execution have been taken. CoStar hereby provides notice that only an authorized officer of CoStar can execute this Agreement on behalf of CoStar. The parties hereby acknowledge that this Agreement may be executed and delivered by facsimile and such facsimile shall constitute a legal and binding agreement on the parties.

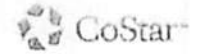
CoStar Realty Information, Inc.

By:   
 Name: Max Linnington  
 Title: SVP Sales & Customer Service  
 Date: Apr 18, 2019  
 Address: 1331 L St NW  
 Address: Washington, DC 20005-4101

Licensee

Signature:   
 Print Name: Phil Kieffer  
 Title: Vice-Chair, ECBOC  
 Date: 05/07/2019  
 Address: 901 N Pine St  
 Address: Springfield, GA 31329

CoStar  
Information  
Subscription Form



|  |  |  |  |
|--|--|--|--|
| <b>Licenses:</b> Effingham County Assessor Office  |  | <b>Location ID:</b> 36105980                 |  |
| <b>Address:</b> 901 N Pine St                      |  | <b>City/State/Zip:</b> Springfield, GA 31329 |  |
| <b>Total Number of Authorized Users at Site:</b> 2 |  |  |  |

**USERS AT ABOVE LISTED SITE**

|  |                            |
|--|----------------------------|
| <b>Contact Name:</b> Neil Groover          | <b>Phone:</b> 912-754-2125 |
| <b>Email:</b> ngroover@effinghamcounty.org | <b>Role:</b> User          |

|  |                            |
|--|----------------------------|
| <b>Contact Name:</b> Jennifer Keyes      | <b>Phone:</b> 912-754-2125 |
| <b>Email:</b> jkeyes@effinghamcounty.org | <b>Role:</b> User          |