SINGLE SOURCE JUSTIFICATION NOT EXCEEDING THE SIMPLIFIED ACQUISTION THRESHOLD

SECTION 1: IDENTIFICATION OF THE AGENCY AND THE CONTRACTING ACTIVITY

Department of State Contracting Activity	☒ Overseas Post <Islamabad>
Requiring Activity	Public Diplomacy - June 6 Freedom 250 Planning Event

SECTION 2: NATURE AND/OR DESCRIPTION OF THE ACTION BEING APPROVED

Approval is requested to award on a sole source basis to "Abdullah Catering & Tent Services, Pakistan" for the supplies and/or services described in Section 3 on behalf of the Requiring Activity.

SECTION 3: DESCRIPTION OF SUPPLIES/SERVICES REQUIRED TO MEET THE AGENCY'S NEEDS

The requirement is to provide event Planning Management and Design services at U.S Embassy Islamabad, Pakistan. The estimated value for the entire period of performance is $102,300, including options. These supplies/services require Event Planning, Management and Design Services. This will allow the Office of Public Diplomacy to accomplish hosting the completion of Mission Pakistan's Freedom 250 event on June 6, 2026.

As part of this requirement the following services will be obtained:

1. Times Square area
2. Guest greeting area
3. Stage with lighting, screens, etc.
4. Metal structure with lighting, bunting, etc. ("canopy")
5. Floor base and carpeting
6. Relocating and reusing non-perishable decor from June 4 event at the CMR
7. Display panels on stage and sides
8. Repair/reprinting of limited damaged posters /decor from previous event

To ensure consistency in quality, color, and thematic flow, a design/event company was recommended and sought out to be the single point of contact and provide a turnkey solution that could independently serve a single point of contact on the management and implementation of the five sub-listed services and requirements noted above.

SECTION 4: IDENTIFICATION OF THE STATUTORY AUTHORITY PERMITTING OTHER THAN FULL AND OPEN COMPETITION

In accordance with Federal Acquisition Regulation (FAR) 13.106-1(b)(1), the Contracting Officer has deemed only one source reasonably available based on the following:

☒ Urgency

☒ Other <Monetary and Schedule Impact to the Government that cannot be mitigated through other means>

SECTION 5: DEMONSTRATION THAT THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS OR THE NATURE OF THE ACQUISITION REQUIRES USE OF THE AUTHORITY CITED

U.S. Embassy Islamabad's VVIP event held on June 4 was moved to our CMR as a result of heavy storms. Due to the limited guest capacity of the CMR, most guests were unable to attend. Instead, the guests are invited to a Freedom 250 event on June 6. As a result, we need to pay our vendor to retain the required staging, scaffolding, and decor because there is insufficient time and it is cost effective to retain as much of the existing items as possible

Urgency impact is due to dangerous weather requiring changes to the original plans and reduced time, giving us less than two days to complete preparations. There would not be sufficient time to take down the current structure and have a different vendor rebuild it again. There is also not enough time to compete and use a different vendor and meet the June 6 timeline.

Proposed vendor has performed services at the U.S. Embassy Islamabad supporting a major July 4th celebration (not subject to FAR and Department Acquisition processes) and is known to be able to support events of 300-400 people and is able to mobilize the requisite goods and services in the time frame available to the Mission.

SECTION 6. DETERMINATION BY THE CONTRACTING OFFICER THAT THE ANTICIPATED COST TO THE GOVERNMENT IS FAIR AND REASONABLE

By signing the justification, the Contracting Officer makes a determination that the price to the Government is anticipated to be fair and reasonable.

SECTION 7. CERTIFICATIONS

All reviews and approvals should be completed in the order listed unless otherwise authorized or required.

REQUIREMENTS CERTIFICATION

I certify that the facts and representations under my cognizance which are included in this Justification and its supporting acquisition planning documents, except as noted herein, are complete and accurate to the best of my knowledge and belief.

Requirements Cognizance:
SIGNATURE:

_____ DM _____ _____June 5, 2026_____

Public Affairs Officer - PAO

CONTRACTING OFFICER CERTIFICATION
I certify that this submission is accurate to the best of my knowledge, and that it contains complete information necessary to enable other officials to make an informed recommendation for approval or disapproval.

SIGNATURE:

_____ Kevin S Allen _____ _____June 5, 2026_____

Contracting Officer
U.S. Embassy Islamabad