



Global Acquisitions

U.S. DEPARTMENT of STATE

RESTRICTING COMPETITION NOT EXCEEDING THE SIMPLIFIED ACQUISITION THRESHOLD

SECTION 1: IDENTIFICATION OF THE AGENCY AND THE CONTRACTING ACTIVITY

Department of State Contracting Activity	☐ Acquisition Management ☐ Foreign Service Institute ☐ Office of Foreign Missions ☐ U.S. Mission to the United Nations ☒ Overseas Post, Bangkok, Thailand- Regional Service Center – East Asian and Pacific Affairs (RSC-EAP)
Requiring Activity	LE Staff 10-Month Leadership & Management Program — Initial Planning & Program Mapping

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

Approval is requested to award on a sole source basis to Blue Door Creative Development Ltd. ("Blue Door"), 15 Church Road, London SW13 9HE, United Kingdom 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

RSC-EAP requires a contractor to conduct a two-month initial planning and program mapping engagement for the proposed LE Staff 10-Month Leadership & Management Program. The contractor will collaborate with nominated RSC-EAP team members, through a series of client sessions and internal brainstorming, to explore and define the program's overall ten-month flow, program objectives, recruitment criteria and process, interactive case study element, project element, mentorship program element, participant commitment map, LE Staff research phase objectives, and full project scope plan — delivering a single consolidated planning output document to guide the program's subsequent research, content development, and delivery phases. Estimated value: \$35,000, based on the contractor's proposal.

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



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In accordance with Federal Acquisition Regulation (FAR) 12.102(a), the Contracting Officer has deemed only one source reasonably available based on the following:

- ☒ Urgency
- ☒ Other- Only one responsible source and no other supplies or services will satisfy agency requirements (unique qualifications).

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

Blue Door has been the sole vendor for the EAP Future Leaders Program (FLP), the Bureau's eight-month leadership development program for mid-level Foreign Service Officers, on which the proposed LE Staff program is explicitly modeled. Blue Door authored and refined FLP's grounding in the Department's Ten Leadership and Management Principles (LMPs), its use of leader and subject-matter-expert sessions, and its critical-thinking curriculum, which are the same building blocks the LE Staff program's initial planning phase is intended to adapt.

Blue Door has also been the sole vendor for the EAP Mid-Level Manager Mentorship Program (the Leadership and Management Skills Studio Mentorship Program) since 2024, pairing senior Foreign Service leaders as mentors with mid-level FSOs as mentees through a structured, multi-month framework combining group learning and one-to-one mentoring, aligned to the Ten LMPs, across four completed cohorts to date. RSC-EAP intends to draw directly on this program's design and mentor/mentee framework to develop the mentorship program element of the LE Staff Leadership & Management Program identified in Section 3.2 of the underlying Scope of Work, making Blue Door's direct, multi-cohort mentorship-program experience similarly central to this planning engagement.

Separately, and centrally to this requirement, Blue Door developed the virtual and blended training curriculum for RP248, RP259, and RP401 — the LE Staff manager and leadership courses that all LE Staff supervisors are required to complete. Although those courses will not themselves be taught during the LE Staff Leadership & Management Program cohort, RSC-EAP intends to weave the tools, frameworks, and resources from that curriculum into the new program to reinforce the Department's frameworks for successful supervision of employees. working, first-hand understanding of the RP248/RP259/RP401 curriculum — its content, sequencing, and pedagogical design — is therefore critical to sound initial planning of the LE Staff program, and Blue Door is one of the only vendor sources with direct experience of that curriculum.



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No other contractor has this combination of (a) incumbent, sole-vendor experience designing and delivering both the EAP Future Leaders Program and the EAP Mentorship Program that the new program is modeled on and will draw from, and (b) direct experience with the RP248/RP259/RP401 curriculum whose frameworks the new program is required to incorporate. Engaging a different contractor for this initial planning phase would require that contractor to independently reconstruct familiarity with these bodies of work before productive planning sessions could begin, at added cost and schedule risk, with no assurance of an equivalent result.

Market research: Only one responsible source and no other supplies or services will satisfy agency requirements (unique qualifications), given Blue Door's demonstrated, directly relevant, and singular institutional knowledge described above.

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

The Contracting Officer's fair-and-reasonable determination will be based on comparison to Blue Door's pricing on the prior comparable RSC-EAP engagement (Order No. 19TH2026P1082, EAP Mid-Level Manager Mentorship Program) and the itemized cost breakdown in Blue Door's Initial Planning Proposal for this program (dated 08.07.26).



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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:

Walters, Amanda (WaltersAC@state.gov)
09/14/2026 02:40 GMT

Mandy Walters
Director
RSC-EAP

Date

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:

Ramon Menendez-Carreira
Contracting Officer
General Services Office, U.S. Embassy Bangkok

Date

9/14/24