

**Justification for Other than Full and Open  
Completion Venue for the  
US Embassy Singapore Independence Day Event 2017**

US Embassy Singapore hosts an annual Independence Day event with a guest list of between 1200-2000 attendees. Because of the size of the event, the selection of venues around Singapore is limited and generally restricted to large hotels and convention centers that require a commitment for catering and other related costs well in advance of the event. Funds to pay for this event are raised for the event through donations from US companies and organizations solicited by the US Ambassador under specific authorization from the State Department.

With the upcoming change in government administrations and the departure of the current Ambassador in early 2017, the outlook for fund-raising prior to the 2017 event is unclear. Furthermore, due to the uncertainty of the funding that will be available for the event to be held on June 30, 2017 and the inability of the Embassy to commit to any contracting obligation without firm funding in place, the Embassy has opted to contract with a venue that does not require a commitment for any other services except for the rental of the venue. Due to high demand for space during the busy early summer period and the inflexibility of the date of the event, the Embassy needs to have a firm contract in place to hold the venue and cannot delay pending clarification of the indeterminate issues.

The Embassy has determined that only one venue meets the requirements of this decision and that is available for booking on that required date and that is the event facilities at Gardens by the Bay. Garden by the Bay rents their facility on a venue-only basis, allowing the contracting and cost commitments for all other services and other potential expenditures be postponed to a later date when funding and specific guest numbers become clearer. Gardens by the Bay is operated by a not for profit organization and the cost of the venue rental, approximately USD\$12,587, is deemed reasonable and an amount that can be committed with existing funds.

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Management Counselor

December 13, 2016