

# SOURCE JUSTIFICATION FORM

Bureau of Procurement

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services ("DGS"), Bureau of Procurement, in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

## SECTION A

<b>1. Agency Name:</b>	Game Commission		
<b>2. Procurement Description:</b> This description will appear on the eMarketplace website for public viewing	Internet Game News		
<b>Materials Description:</b>			
<b>Services Description:</b>	Prepare an interactive internet version of the monthly Pennsylvania Game News magazine, and other publications. Having a top quality internet edition of the Pennsylvania Game News will increase the exposure of the magazine, and the Pennsylvania Game Commission, by making it much more readily accessible to a wide range of audiences, from school students and cooperators in the agency's public access programs, to virtually anybody connected to the internet. For the same reasons, internet editions of other agency publications will increase exposure and effectiveness.		
<b>3. Materials Shopping Cart # or Services SPR#</b>	16,200.00	<b>Estimated Cost:</b>	\$10,001 - \$50K
		<b>Initial Contract Term:</b>	5 Years
		<b>Renewals:</b>	One year at a time; Upo
<b>4. Supplier - Name:</b>	Nxtbook Media LLC		
Full Address:	480 New Holland Avenue, Suite 7101, Lancaster PA 17602-2291		
Contact Name:	Roxanne Edwards		
Telephone:	717-735-9204	<b>FAX:</b>	717-735-9741
E-mail:	advocate@nxtbookmedia.com		
SRM Supplier #:	319809		
<b>5. Delivery or service location:</b>	Pennsylvania Game Commission, 2001 Elmerton Avenue		

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## SECTION B

- 1. Sole Source:** Only known source - Not available from another supplier.
- 2. Material/Repair/Maintenance:** Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
- 3. Used Equipment:** Value set by 2 independent 3rd party appraisals.
- 4. Professional Expert:** Describe in detail in Section C.
- 5. Exempt (Law):** A federal or state statute or regulation exempts the procurement from the competitive procedure. Any applicable information precluding the procurement from competitive procedures must be attached.
- 6. Feasibility:** Clearly not feasible to award the contract on a competitive basis.

## SECTION C

**1. Describe the unique features of this procurement that prohibit a competitive environment. If applicable, attach a Statement of Work ("SOW").**

The contractor uses more advanced and secure technology than any other company offering such a service. This particular contractor provides: a thumbnail preview of Game News content on the Game Commission website, along with the ability to perform searches; provides options to controlling access; content indexed by Google, Yahoo, and other search engines; tracks traffic to the publication; and allows for sponsorship opportunities. Further, the contractor already has and is maintaining an archive of issues dating back to 2008.

**2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.**

N/A

**3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.**

No

**4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.**

No

**5. How has the material or service been procured in the past? Please provide previous source justifications, contracts, & PO's for this material or service.**

Sole source with the same vendor. PO #4300091698 & PO #4300333090 & PO #4300557311

**6. If procured through the IT ITQ process, please provide original \$ amount and contract period of order. Is this the final phase of the project?**

Not applicable

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**7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.**

Not applicable

**8. What are the consequences of not approving this procurement?**

Loss of opportunity to expand effectiveness of the agency's I&E efforts and loss of continuity.

**9. If timing is a factor, what is the time factor and why?**

Timing is a factor because the Pennsylvania Game News is an ongoing monthly magazine.

**10. List any other information relevant to the acquisition of this procurement here or as an attachment.**

N/A

**11. For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?**

N/A

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## SECTION D

**IMPORTANT\***: The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section of the form.

### Shopping Cart Contact Person (Person whom DGS will contact regarding the Shopping Cart):

Name:	Patricia E. Monk	P-Group:	270	Date:	05/17/2022
Title:	Administrative Assistant	Telephone:		Fax:	

### Agency Contact Person: Person in your agency that DGS can contact for additional information, etc.

Name:	Bobbi Mercer	Title:	Chief, Contracts & Procurement D	Date:	05/17/2022
Telephone:		Fax:		Email:	bmercer@pa.gov

### Approving Authority (Agency Head or Deputy reviewing and approving this request): Approving Authority connotes approval of the source justification and the cost or pricing data certification.

Name:	Daniel Dunlap	Title:	Bureau of Administrative Services	Date:	05/17/2022
Telephone:	<i>Daniel Dunlap</i>	Fax:			

### Additional Approvals (if required by Agency):

Name:	Title:	Date:
Telephone:	Fax:	Email:
Name:	Title:	Date:
Telephone:	Fax:	Email:
Name:	Title:	Date:
Telephone:	Fax:	Email:
Name:	Title:	Date:
Telephone:	Fax:	Email:
Name:	Title:	Date:
Telephone:	Fax:	Email: