

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

1. Agency Name:	Game Commission		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	LOTEK LiteTrack 30 GPS Store on Board collar (35 g; n=60 units); VHF Remote Download Capability (n=60); LOTEK Pinpoint Command Unit (n=1)		
Materials Description:			
Services Description:	LOTEK LiteTrack 30 GPS Store on Board collar (35 g; n=60 units); VHF Remote Download Capability (n=60); LOTEK Pinpoint Command Unit (n=1). Gps collars with remote download capability that are small enough for use on Pennsylvania snowshoe hares and associated training and technical assistance.		
3. Materials Shopping Cart # or Services SPR#	12390222	Estimated Cost:	\$50,001 - \$100K
		Initial Contract Term:	July 2019 - June 2020
		Renewals:	July 2020 - June 2021
4. Supplier - Name:	Lotek Wireless Inc		
Full Address:	115 Pony Dr, Newmarket, Ontario, Canada L3Y 7B5		
Contact Name:	Tanya Tycholis		
Telephone:	905-836-6680	FAX:	
E-mail:	ttycholis@lotek.com		
SRM Supplier #:	550871-901		
5. Delivery or service location:	Wildlife Management, PA Game Commission, 2001 Elme		

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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").**
- 2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.**
- 3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.**
- 4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.**
- 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.**
- 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?**
- 7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.**

We contacted numerous vendors (n=10) and Lotek was the only one that had a GPS collar (< 40g) that is small enough for use on a Pennsylvania snowshoe hare and has remote download capabilities.

All other wildlife tracking manufacturers contacted either did not have a GPS collar of suitable size, produced only VHF collars, or their technology did not allow for remote download. Snowshoe hares can become trap shy and, without killing the animal which would likely be a practice that is not approved by IACUC, the location data can not be retrieved.

no

No compatibility/compliance requirements with warranty/service agreements.

n/a GPS transmitters have only recently been manufactured lightweight enough for use on Snowshoe Hare. No past procurements in the agency.

n/a

n/a

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

Due to the extensive search of companies that produce satellite transmitters for tracking wildlife, it is believed that Lotek is the only vendor that has a product that meets the needs of our study including, GPS technology at an appropriate size for snowshoe hare with remote download capabilities.

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

Order must be placed by mid-November. This project is designed to monitor the response of snowshoe hares to habitat management activities that are scheduled to occur in May 2020. After the purchasing process, it is anticipated that the collars will take ~2 months of manufacture and be delivered and our project technicians must have enough time to trap and collar enough hares in order to ensure study objectives are met.

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

project and product specifications attached along with quote.

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:	Joan DeHart	P-Group:		Date:	
Title:	Admin Asst 3	Telephone:		Fax:	

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

Name:	Emily Boyd	Title:	Wildlife Bio 2	Date:	10-09-19
Telephone:		Fax:		Email:	eboyd@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:	<i>Daniel J. Jankof</i>	Title:		Date:	10/15/19
Telephone:		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: