

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: <small>This description will appear on the eMarketplace website for public viewing.</small>	Museum quality skulls, rubber replica scat and rubber replica tracks for use in educational kits.		
Materials Description:	Educational kits for use during educational programs presented throughout all 67 PA counties		
Services Description:			
3. Materials Shopping Cart # or Services SPR#	12391088	Estimated Cost:	\$10,001 - \$50K
		Initial Contract Term:	
		Renewals:	
4. Supplier - Name:	Acorn Naturalists		
Full Address:	180 S. Prospect Suite 230, Tustin, CA 92780		
Contact Name:	N/A		
Telephone:	714-838-4888	FAX:	
E-mail:	acornnaturalist.com		
SRM Supplier #:	161199		
5. Delivery or service location:	PA Game Commission, Attn: Bureau of I&E, 2001 Elm		

SECTION B

<input checked="" type="checkbox"/> 1. Sole Source: Only known source - Not available from another supplier.
<input type="checkbox"/> 2. Material/Repair/Maintenance: Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
<input type="checkbox"/> 3. Used Equipment: Value set by 2 independent 3rd party appraisals.
<input type="checkbox"/> 4. Professional Expert: Describe in detail in Section C.
<input type="checkbox"/> 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.
<input type="checkbox"/> 6. Feasibility: Clearly not feasible to award the contract on a competitive basis.

SOURCE JUSTIFICATION FORM

Bureau of Procurement

SECTION C

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

There are very few vendors that meet the sizeable request for museum quality skulls, rubber replica scat and rubber replica tracks in this quantity. Acorn Naturalists has the contacts and purchases these items directly. Acorn Naturalists can also ship these items in a very timely fashion to meet our needs.

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

Acorn Naturalists is the only source that can supply the quantity and quality that is required. These items will be used often for educational purposes and high quality is required for durability.

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.

In the past the PA Game Commission Southeast Region office have purchased museum quality skulls, rubber replica scat and rubber replica tracks from Acorn Naturalists at a much smaller quantity therefore utilizing a purchase card.

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

N/A

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

This is not an upgrade

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

The Game Commission will not be able to provide all of the 67 counties with educational kits.

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

These museum quality skulls, rubber replica scat and rubber replica tracks will be part of educational kits that is being supplied to various organizations throughout the 67 counties of PA. The educational programs are scheduled to start the beginning of 2020. We would like to have the kits assembled no later than January 2020.

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

SOURCE JUSTIFICATION FORM

Bureau of Procurement

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:	Brandi Bell	P-Group:		Date:	10-17-19
Title:	Clerical Supervisor 2	Telephone:		Fax:	

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

Name:	Daniel Lynch	Title:	Wildlife Education Supervisor	Date:	10-17-19
Telephone:		Fax:		Email:	dalynch@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:	Dan Dunlap <i>Dan Dunlap</i>	Title:	Bureau Director, Administrative S	Date:	10-17-19
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: