

# 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	Fabrication of Bear Traps		
<b>Materials Description:</b>			
<b>Services Description:</b>	Fabrication of Bear Traps		
<b>3. Materials Shopping Cart # or Services SPR#</b>	<b>Estimated Cost:</b>	\$50,001 - \$100K	
	<b>Initial Contract Term:</b>	1 yr	
	<b>Renewals:</b>	4 yrs	
<b>4. Supplier - Name:</b>	Spring Bank Welding		
Full Address:	127 Welding Dr, Rebersburg, PA 16872		
Contact Name:	Reuben Fisher		
Telephone:		FAX:	
E-mail:	JJPAYROLLMANAGER@AOL.COM		
SRM Supplier #:	393229		
<b>5. Delivery or service location:</b>	PGC will pick the traps up		

## SECTION B

<input checked="" type="checkbox"/> <b>1. Sole Source:</b> Only known source - Not available from another supplier.
<input checked="" type="checkbox"/> <b>2. Material/Repair/Maintenance:</b> Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
<input type="checkbox"/> <b>3. Used Equipment:</b> Value set by 2 independent 3rd party appraisals.
<input type="checkbox"/> <b>4. Professional Expert:</b> Describe in detail in Section C.
<input type="checkbox"/> <b>5. Exempt (Law):</b> 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"/> <b>6. Feasibility:</b> Clearly not feasible to award the contract on a competitive basis.

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## SECTION C

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

This style trap is not produced commercially, and is available only through custom fabrication. Several aspects of fabrication are critical to proper function and animal and employee safety.

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

The vendor has made improvements to the trap over the years that were not part of the original plans provide by the PGC making the trap safer.

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

NA

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

Yes, the new traps have to be the same as PGC previously purchased from this vendor for safety.

**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.**

Yes, traps were purchase with a pcard in the past from this vendor. PGC only ordered a few a year.

**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?**

NA

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

No

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

Yes, The vendor has experience in fabrication of the traps and has been able provide traps of exceptional quality. The vendor is located in central PA making their location accessible from all 6 regions. These traps are needed for public safety for trapping bears.

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

Yes, these traps are needed to trap bear that become a public threat.

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

The vendor has extensive experience is building this particular trap and has been able to provide the agency with bear traps that are of exceptional quality in a reasonable amount of time.

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

NA

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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):

<b>Name:</b>	Carol Klein	<b>P-Group:</b>	Game	<b>Date:</b>	01-09-20
<b>Title:</b>	Purchasing Supervisor	<b>Telephone:</b>		<b>Fax:</b>	

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

<b>Name:</b>	Bobbi Mercer	<b>Title:</b>	Purchasing Supervisor	<b>Date:</b>	01-09-20
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	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.

<b>Name:</b>	<i>Daniel E. Quilty</i>	<b>Title:</b>	<i>D.r. of Admin.</i>	<b>Date:</b>	<i>1-15-20</i>
<b>Telephone:</b>		<b>Fax:</b>			

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

<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	
<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	
<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	
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