

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	Branding, Customer Experience, Leadership and Culture Program		
Materials Description:			
Services Description:	Continued Leadership and Branding, Culture Customer Program Experience,		
3. Materials Shopping Cart # or Services SPR#	yes	Estimated Cost:	\$100,001 - \$250K
		Initial Contract Term:	1 year
		Renewals:	
4. Supplier - Name:	RCI LLC		
Full Address:	7313 Ivy Hill Lane Wax Haw NC 28173		
Contact Name:	Scott Deming		
Telephone:	704-256-5256	FAX:	
E-mail:	sdeming@scottdeming.com		
SRM Supplier #:	535702		
5. Delivery or service location:	Harrisburg		

SECTION B

<input checked="" type="checkbox"/> 1. Sole Source: Only known source - Not available from another supplier.
<input checked="" 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 checked="" 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.

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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").

Trainer/consultant Scott Deming provided two training seminars at PGC's all-staff training conference in March, 2019. This training was well received by employees, and provided training to help the agency improve customer relations, efficiencies, and supervisor skills. I would like to continue these trainings using Mr. Deming, with a focus on first-line supervisors. Mr. Deming's knowledge of PGC and his proven training will continue to support agency staff development. Our plan is to mandate training to first-line supervisors, but also invite any staff person to attend, especially since the proposed trainings are provided on line. This would allow the training to be accessible to all staff and provide minimum disturbance of day-to-day activities.

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

This is a Continuation of current program components of Branding, Leadership and PO 4300629148

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 - This is a Continuation of current program components of Branding, Leadership and PO 4300629148

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.

PO 4300629148 - Sole Source 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?

NA

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

Addition to PO 4300629148

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

Yes, this training will help the PGC move forward in a positive direction.

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

Yes, current PO expires 3/31/22

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

NA

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

Yes

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:	Bobbi Mercer	P-Group:	270	Date:	02-10-22
Title:	Procurement	Telephone:		Fax:	

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

Name:	Bobbi Mercer	Title:	Procurement Specialist	Date:	02-10-22
Telephone:		Fax:		Email:	bmerc@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 Dunlap</i>	Title:	Bureau Admin Director	Date:	2-10-22
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:	