

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	PGC is interested in renewing the online test items for their Hunter Education classes that are taught throughout the state. These classes are traditionally taught in person, but due to the current pandemic that has plagued our country, the classes and associated test must be delivered through Zoom or another video conferencing set-up compatible with Kalkomey hunter ed classes delivered through Zoom. Online security is of the utmost importance in providing this service for the PGC.		
Materials Description:			
Services Description:	Online tests for hunter education classes.		
3. Materials Shopping Cart # or Services SPR#	302966	Estimated Cost:	\$10,001 - \$50K
		Initial Contract Term:	08/15/22 - 08/14/23
		Renewals:	5 Total Annual Segment
4. Supplier - Name:	Caveon LLC		
Full Address:	6905 South 1300 East #468, Midvale UT 84047-1817		
Contact Name:	Walt Drane, Ed S. Director of Education Services		
Telephone:	601-968-7873	FAX:	801-437-3319
E-mail:	waltdrane@caveon.com		
SRM Supplier #:	302966		
5. Delivery or service location:	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").

See attached 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.

See attached sheet.

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.

Yes, Internal State Vetting, PA Office of Administration, Compatibility Requirements.

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.

This service is new Due to Covid Pandemic lockdowns and need to provide a work around situation as classroom testing is not permitted.

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?

This is a cloud system application already tested and approved by OA. See attached sheets. Final Phase as existing product.

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

N/A

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

The PGC will lose out as will customers, on having any new hunters certified in order to hunt this coming year.

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

Timing is a factor as an existing vendor, Kalkomey is already under contract and providing online courses. We currently have no entity online to provide an online testing platform for certification of students to become new hunters.

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

This platform system has been approved by PGC Chief Technical Services in conjunction with PA Office of Administration. Cloud Use Case Review SR11316.

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 Monk	P-Group:		Date:	09-27-22
Title:	Administrative Assistant	Telephone:		Fax:	

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

Name:	Bobbi Mercer	Title:	Contracts & Procurement Division	Date:	
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:	<i>Daniel Dunlap</i>	Title:		Date:	10-3-2022
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:	