

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	Commissioner Training and understanding of Wildlife governance.		
Materials Description:			
Services Description:	Commissioner Training and understanding of Wildlife governance.		
3. Materials Shopping Cart # or Services SPR#	15,000	Estimated Cost:	\$10,001 - \$50K
		Initial Contract Term:	1 year
		Renewals:	4
4. Supplier - Name:	Wildlife Management Institute		
Full Address:	4426 VT Route 215 N		
Contact Name:	Ann Forstchen		
Telephone:	727-560-6894	FAX:	
E-mail:	AForstchen@wildlifemgt.org		
SRM Supplier #:	167240		
5. Delivery or service location:	Harrisburg, PA		

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 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.

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").

The Wildlife Management Institute (WMI) will apply our team's collective experience of over 150 years working with fish and wildlife commissions and agencies across the country and our understanding of wildlife governance to continue to provide customized training, as requested, to state agency Commissions, Commissioners and Directors building on the revised 2022 Association of Fish and Wildlife Agencies' (AFWA) Commission Guidebook

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

WMI team members have extensive personal knowledge and experience based on working directly with commissioners and stakeholders during their careers with state fish and wildlife agencies.

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 WMI team has a deep understanding of the roles of all parties involved in wildlife governance. WMI team members have published numerous papers in professional journals directly related to the subject of the Commission Guidebook and conducted over 70 program reviews for state and federal agencies.

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.

NA

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.

NA

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

The PGC Board of Commissioners will learn Board responsibilities, norms and culture and strategic thinking – focused particularly on strategic, policy level thinking by commissioners.

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

Yes, PGC would like this training to begin July 1, 2023 at the next PGC Commission meeting.

SOURCE JUSTIFICATION FORM

Bureau of Procurement

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

: Founded in 1911, the Wildlife Management Institute (WMI) is a private, nonprofit, scientific and educational organization, dedicated to the conservation, enhancement and professional management of North America's wildlife and other natural resources. Since that time WMI has been involved in national, regional, and state wildlife conservation efforts, projects, programs, and policy development. WMI has conducted more than 70 program and project reviews for state and federal agencies.

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

NA

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:	Bobbi Mercer	P-Group:	270	Date:	06-08-23
Title:	Procurement	Telephone:		Fax:	

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

Name:	Dan Dunlap <i>Dan Dunlap</i>	Title:	Admim Bur. Director	Date:	06-08-23
Telephone:		Fax:		Email:	ddunlap@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:		Title:		Date:	
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:	