

# 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> <small>This description will appear on the eMarketplace website for public viewing.</small>	A two-day classroom session followed by four Online segments on the Systematic Development of Informed Consent (SDIC). SDIC is a Management and Communications strategy. The strategy makes sure that political policy-makers-and the public whom they represent-understand the proposals made by their technical and scientific advisors, and that they consent to the implementation of those proposals. The Online segments stretch over a 16 month period following the classroom session. The course also gives unlimited access to our library of 100+ recorded Consent-Building Clinics--as well as 12 month subscription to the live clinics.		
<b>Materials Description:</b>			
<b>Services Description:</b>	A two-day classroom training session followed by an online training that is available for 16 months following the classroom training session. Unlimited access to online clinics for 12 months.		
<b>3. Materials Shopping Cart # or Services SPR#</b>	<b>Estimated Cost:</b>	\$10,001 - \$50K	
	<b>Initial Contract Term:</b>		
	<b>Renewals:</b>		
<b>4. Supplier - Name:</b>	The Institute for Participatory Management and Planning		
<b>Full Address:</b>	PO BOX 1937, Monterey, CA 93942		
<b>Contact Name:</b>	AnneMarie Bleiker		
<b>Telephone:</b>	831-373-4392	<b>FAX:</b>	831-373-0760
<b>E-mail:</b>	annemarie@consentbuilding.com		
<b>SRM Supplier #:</b>	538879		
<b>5. Delivery or service location:</b>	PGC HBG HQ, 2001 Elmerton Ave, Harrisburg PA 17110		

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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").

Hans and Annemarie Bleiker are a husband and wife team who have dedicated their professional lives to making organizations with important missions-especially public agencies-better at accomplishing their missions. They are devoted to helping make public-sector agencies more effective, thereby improving the lives of both the citizens of their students and the bureaucrats they train. Their Consent-Building methodology is both cutting-edge and entirely unique to their research. The Bleiker's public and private trainings introduce you their unique Approach to Citizen Participation and help you become an "Implementation Genius". They have been leading this training across the country since 1976 and have trained over 40,000 public sector professionals.

The Bleiker's developed the systematic development of informed consent process and are the only people that offer the training.

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

A thorough internet search revealed that the Bleiker's are the only source for this training. They also offer trainings in select cities multiple times a year. However, bringing them to Pennsylvania to just train Game Commission staff is more economical and efficient for training a large number of staff. See attached statement from the Bleiker's stating they are the only source for SDIC training.

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

NO

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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.

This training has not been conducted within the Game Commission in the past.

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?

N/A

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?

Game Commission staff responsible to running projects that involve the public will not be trained in Systematic Development of Informed Consent. They will continue struggling to implement important projects that benefit the citizens of the Commonwealth. Through this training the Game Commission will be better able to fulfill its mission "To manage Pennsylvania's wild birds, wild mammals, and their habitats for current and future generations" and its vision "To be the leader among wildlife agencies and champion of all wildlife resources and Pennsylvania's hunting and trapping heritage."

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

Yes. The training is scheduled for September 4-6, 2019. This was the best available date for the employees that will be participating in the training and the Bleiker's.

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

See attached pdf. That explains what is covered in the classroom and online training modules

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

N/A

