

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	Administrative support needed to stand up and initiate a wildlife foundation to support efforts of the PA Game Commission		
Materials Description:			
Services Description:	Administrative support needed to stand up and initiate a wildlife foundation to support efforts of the PA Game Commission		
3. Materials Shopping Cart # or Services SPR#	yes	Estimated Cost:	\$50,001 - \$100K
		Initial Contract Term:	1 year
		Renewals:	4
4. Supplier - Name:	Thomas Grohol		
Full Address:	3 Robin Ct, Mechanicsburg PA 17055		
Contact Name:	Tom Grohol		
Telephone:	717-461-1306	FAX:	
E-mail:	tgrohol@live.com		
SRM Supplier #:	557087		
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.

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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").

Tom is the former Deputy Executive Director of the PGC and has all the knowledge and background with the agency's mission. Tom has developed relationships with non-governmental organizations that have interests in wildlife habitat. Tom has extensive experience in wildlife and wildlife habitat's strategic planning, working and hiring board members, reviewing legal documents, and working with current PGC staff.

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

NA

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.

NA

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.

No

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?

PGC is in need of a wildlife foundation to help promote wildlife and wildlife habitat conservation that supports the agency's mission.

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

Yes, PGC would like to start this foundation as soon as possible to continue improving wildlife and wildlife habitat conservation.

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

Contractor will provided administrative support needed to stand up and initiate a wildlife foundation to support efforts of the PA Game Commission. Contractor will review all legal documents developed in support of creating the foundation, meet with current non governmental organizations focused on wildlife and wildlife habitat conservation to make them aware of the new foundation; work with PGC staff to develop collateral necessary to communicate the foundation's mission, vision, and values; work with new board of directors in developing a strategic plan, mission, vision, and values. Conduct in-person meetings with prospective partners that may have an interesting in working with the foundation. Once the foundation is established, work with existing board members to identify and recruit

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):

Name:	Bobbi Mercer	P-Group:	270	Date:	10-24-23
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:	10-24-23
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>Deana Vance</i>	Title:	Deputy Executive Director of Administration	Date:	10/25/2023
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:	