

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	Marketing and promotional opportunities at the Harrisburg University Presents Summer Concert Series		
Materials Description:			
Services Description:	Services provided include 10x10 exhibit space at each concert (6 total), 500 Tickets/Show, 20 VIP Tickets/Show, dedicated email blasts and social media marketing		
3. Materials Shopping Cart # or Services SPR#	N/A	Estimated Cost:	\$10,001 - \$50K
		Initial Contract Term:	7/1/2023-10/01/2023
		Renewals:	
4. Supplier - Name:	Harrisburg University of Science & Technology Business Office		
Full Address:	326 Market Street Harrisburg, PA 17101		
Contact Name:	Frank Schofield		
Telephone:	717-901-5100	FAX:	
E-mail:	fschofield@harrisburgu.edu		
SRM Supplier #:	342296		
5. Delivery or service location:	Riverfront Park, Harrisburg PA 17110		

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 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").
2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.
3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.
4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.
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.
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?
7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.
8. What are the consequences of not approving this procurement?
9. If timing is a factor, what is the time factor and why?
10. List any other information relevant to the acquisition of this procurement here or as an attachment.
11. For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?

Harrisburg university Presents is the entity that organizes, hosts, and promotes the Summer Concert Series in Harrisburg, PA
N/A
No
No
No
N/A
No
The Pennsylvania Game Commission will not be able to take advantage of this unique marketing and promotional opportunity to several thousand non-traditional constituents.
The first show is early July.
N/A
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:	Jordan Sanford	P-Group:		Date:	03-29-23
Title:	Wildlife Outreach Coordinator	Telephone:		Fax:	

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

Name:	Derek Diebler	Title:	Purchasing Agent	Date:	03-29-23
Telephone:		Fax:		Email:	dedeibler@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:	Admin Director	Date:	4-26-23
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:	