

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 Penn State athletic venues.		
Materials Description:			
Services Description:	Services provided include exhibit space on Curtin Road in University Park, PA at the home game on September 10, 2022. Rotational, digital signage on the Rec Hall courtside board during each home Olympic Sport event held in Rec Hall, and One full page, full color ad in five issues of the Penn Stater magazine.		
3. Materials Shopping Cart # or Services SPR#	NA	Estimated Cost:	\$153,750
		Initial Contract Term:	7-1-2022 to 6-30-2024
		Renewals:	Additional 3 years
4. Supplier - Name:	Learfield Communications Inc. DBA Penn State Sports Properties, LLC		
Full Address:	P.O. Box 843038, Kansas City, MO 64185		
Contact Name:	Matt Craig		
Telephone:	815-867-3642	FAX:	
E-mail:	mcraig@pennstatesports.com		
SRM Supplier #:	0000514991		
5. Delivery or service location:	Penn State University, University Park, PA 16801		

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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").

Learfield Communications Inc. DBA Penn State Sports Properties, LLC is the entity that controls physical plant pertaining to the Penn State athletics program. As such, any exhibit space at Penn State athletic venues is controlled by Learfield Communications, Inc. DBA Penn State Sports Properties, LLC. as is the Rec Hall signage and the production of the Penn State Alumni magazine.

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

N/A

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.

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.

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?

N/A

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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?

The Pennsylvania Game Commission will not be able to take advantage of the marketing and promotional opportunity.

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

The artwork deadline for the September/October issue of the Penn Stater is July 15

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

N/A

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

Yes

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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:	Alisha Keller	P-Group:		Date:	
Title:	Administrative Assistant	Telephone:	717-787-4250 ext. 73308	Fax:	

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

Name:	Bobbi Mercer	Title:	Procurement Specialist 3	Date:	
Telephone:	717-787-4250 ext. 73206	Fax:		Email:	bmercerc@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:	