

# 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> This description will appear on the eMarketplace website for public viewing	Decadal public survey to assess Pennsylvania residents' opinions on and attitudes toward nongame wildlife, activities, and priorities of the Pennsylvania Game Commission.		
<b>Materials Description:</b>			
<b>Services Description:</b>	Resurvey of the public to gauge Pennsylvania residents' opinions on and attitudes toward nongame wildlife, activities and priorities of the Pennsylvania Game Commission. Evaluation of results against similar surveys conducted by Responsive Management in 1996 and 2014.		
<b>3. Materials Shopping Cart # or Services SPR#</b>	<b>Estimated Cost:</b>	\$100,001 - \$250K	
	<b>Initial Contract Term:</b>	7/1/2023-6/30/2024	
	<b>Renewals:</b>	N/A	
<b>4. Supplier - Name:</b>	Responsive Management		
<b>Full Address:</b>	130 Franklin Street, Harrisonburg, VA 22801		
<b>Contact Name:</b>	Mark Duda		
<b>Telephone:</b>	540-432-1888	<b>FAX:</b>	
<b>E-mail:</b>	mark@responsivemanagement.com		
<b>SRM Supplier #:</b>	167695		
<b>5. Delivery or service location:</b>	Harrisburg, PA		

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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").

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

The Statement of Work is attached. In 2014, Responsive Management conducted a public opinion survey for the Pennsylvania Game Commission (PGC) related to residents' opinion on and attitudes toward nongame wildlife. As part of this work, a trends analysis was conducted by Responsive Management to examine how attitudes and opinions changed between the 2014 survey and an earlier 1996 survey conducted by Responsive Management. The PGC is now seeking to resurvey Pennsylvania residents to look at trends among 2023 and the previous 1996 and 2014 surveys. Responsive Management has immediate access to the copyrighted survey instrument, all data, and all data analysis requests from the PGC from the 2014 and 1996 surveys. The survey must be conducted by Responsive Management for trend analysis purposes. Responsive Management has an unparalleled foundation of knowledge and experience, having completed many similar research studies for other agencies, as well as number of projects for the Game Commission specifically. They will provide unlimited access to copyrighted materials, thereby offering greater flexibility in study design and survey development. Responsive Management has a solid, credible reputation for producing scientifically defensible research.

Responsive Management has copyrighted its survey instruments and uses proprietary software to collect opinion research on wildlife management topics and Game Commission activities.

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

N/A

**4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.**

N/a

**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.**

The 2014 nongame public opinion survey was procured with a sole source contract (4300406428). Other POs: 4300114516 (Bear Management), 4300293070 (Deer Management), 4300760170 (23WM RM Citizen Survey).

**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.**

N/A

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

Pennsylvania receives federal funding through the State and Tribal Wildlife Grants Program. An eligibility requirement for these federal funds is a State Wildlife Action Plan, with a 10-year comprehensive review and revision due to the U.S. Fish and Wildlife Service by September 30, 2025. Public participation in the State Wildlife Action Plan review and revision is required. Because the 2014 survey was conducted for the 2015 Pennsylvania Wildlife Action Plan, the survey is to be revisited to fulfill federal requirements of a 'comprehensive review and revision'. The consequences of not approving this procurement are that the survey will not be able to be revisited and, therefore, the U.S. Fish and Wildlife Service may not consider the review comprehensive nor complete, thus causing delays i

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

The survey must be completed by June 30, 2024 to enable use of the results in the 2025 Pennsylvania Wildlife Action Plan. Additionally, survey work must be completed by June 30, 2024 so that costs can be charged to the Fiscal Year in which this activity is to be completed.

**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, see page 16 of the Statement of Work – PROJECT COST AND TIMELINE.

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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):

<b>Name:</b>	Joan DeHart	<b>P-Group:</b>		<b>Date:</b>	05/09/2023
<b>Title:</b>	Clerical Supervisor 2	<b>Telephone:</b>		<b>Fax:</b>	

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

<b>Name:</b>	Cathy Haffner	<b>Title:</b>	Wildlife Biologist 2	<b>Date:</b>	05/09/2023
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	chaffner@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.

<b>Name:</b>	<i>Daniel Dunlap</i>	<b>Title:</b>	Bureau Director Admin	<b>Date:</b>	5-17-23
<b>Telephone:</b>		<b>Fax:</b>			

### Additional Approvals (if required by Agency):

<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	
<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	
<b>Name:</b>		<b>Title:</b>		<b>Date:</b>	
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