

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	23 WHM PGC Headquarters Training Wing Addition Construction Administration		
Materials Description:			
Services Description:			
3. Materials Shopping Cart # or Services SPR#	12775379	Estimated Cost:	\$10,001 - \$50K
		Initial Contract Term:	1 Year
		Renewals:	4
4. Supplier - Name:	McKissick Architecture		
Full Address:	317 North Front Street, Harrisburg, PA 17101		
Contact Name:	Austin Kieffer		
Telephone:	717-787-9620	FAX:	
E-mail:	AKIEFFER@PA.GOV		
SRM Supplier #:	391078		
5. Delivery or service location:	Harrisburg Headquarters		

SECTION B

<input 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").

This procurement cannot be bid due to the professional liability of a design which the vendor is responsible to ensure gets built to the standards specified in the design documents/specifications.

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

The vendor is the only professional applicable to ensure their design gets built to the standards designated in their own design.

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.

There is 1 year warranty with associated with the building construction which the vendor will enforce on behalf of the PGC.

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 services are typically always integrated with the design contract. This design of the structure was procured separately and the necessary construction administration was not part of the original contract.

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.

This is a follow-up contract for construction administration to a design contract of a building addition. Due to the Pennsylvania mandates for professional architect and engineer licenses, the designers are responsible for the ensuring the project gets completed. This procurement will allow the designers of the building to complete inspections and material review to ensure the building is constructed in a safe and satisfactory manner.

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

The building may be constructed in an unsafe manner, using sub-par material. The design professionals would also be in violation to their ethical responsibility to ensure all structures designed are built in compliance to construction documents for the safe inhabitation of the public.

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

Timing is a factor- construction for the building was procured to 3 separate contractors which are planning to start at the end of October.

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

This building addition was designed by a vendor who has taken professional responsibility for their design and specifications. They are mandated by their professional licensures from the commonwealth to ensure all of their designs are constructed in a safe and structurally safe manner.

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

A previous design contract under PO 4300742758 was procured to McKissick Associates PC (McKissick) for the design and engineering of a PGC Training Wing Addition. The design was completed and bid out using the IFC process through PA Emarketplace. The separation of trades act mandated that three contracts for electrical, mechanical and general construction be awarded. The project was awarded and Purchase Orders were executed in October of 2023. The design and specifications from McKissick are owned by the commonwealth, however, McKissick remains responsible for ensuring that their design is stable and structurally sound for public use. To professionally assume this liability, they must oversee all construction, review submittals and shop dr

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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:	Carol Klein	P-Group:	270	Date:	10-10-23
Title:	Purchasing Agent Supervisor	Telephone:		Fax:	

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

Name:	Austin Kieffer	Title:	Civil Engineer Manager	Date:	10-10-23
Telephone:		Fax:		Email:	AKIEFFER@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:	10-10-23
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:	
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