

# 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>	Pennsylvania Game Commission		
<b>2. Procurement Description:</b> This description will appear on the eMarketplace website for public viewing	Contractor to market, administer, arrange for distribution, monitor and help promote sales and distribution of the Pennsylvania Game Commission's Game News magazine throughout various outlets in Pennsylvania and surrounding states.		
<b>Materials Description:</b>			
<b>Services Description:</b>	Shopping Cart # 12951214		
<b>3. Materials Shopping Cart # or Services SPR#</b>	<b>Estimated Cost:</b>	\$10,001 - \$50K	
	<b>Initial Contract Term:</b>	July 1, 2025 - June 30, 2026	
	<b>Renewals:</b>	4 years; Agreement of buydown	
<b>4. Supplier - Name:</b>	Howard White & Associates, Inc.		
<b>Full Address:</b>	PO Box 87161, South Dartmouth MA 02748-0702		
<b>Contact Name:</b>	Howard White		
<b>Telephone:</b>	508-984-5085	<b>FAX:</b>	508-984-5090
<b>E-mail:</b>	hwhite@aol.com		
<b>SRM Supplier #:</b>	192408		
<b>5. Delivery or service location:</b>	Pennsylvania Game Commission, Pennsylvania Game Ne		

## SECTION B

<input checked="" type="checkbox"/> <b>1. Sole Source:</b> Only known source - Not available from another supplier.
<input type="checkbox"/> <b>2. Material/Repair/Maintenance:</b> Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
<input type="checkbox"/> <b>3. Used Equipment:</b> Value set by 2 independent 3rd party appraisals.
<input checked="" type="checkbox"/> <b>4. Professional Expert:</b> Describe in detail in Section C.
<input type="checkbox"/> <b>5. Exempt (Law):</b> 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 checked="" type="checkbox"/> <b>6. Feasibility:</b> 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").**

The magazine distribution business is a consignment business in which final settlement of issues may not occur for two years (or 18 months after the off-sale date - which is often a couple months after publication). Howard White has been keeping all records concerning distribution and sales, as we currently do not have the capacity or manpower to do so in-house. Continuity of service require we continue contracting with Howard White. Failure to do so will result in a loss of valuable service(s) and the revenue derived from magazine newsstand distribution sales.

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

Contractor is not the only known source, but competitive procurement would not be feasible for the reasons mentioned above.

**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.**

Not applicable.

**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.**

Purchase order # 4300412774, #4300212195, #4300199052, #4300135661, #4300054255, #4500189305 & #4300548796

**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?**

Not applicable.

**7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.**

Not applicable.

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

Failure to do so could result in a loss of revenue to the Commission for magazines already distributed and sold and may require the Commission to file a lawsuit to recoup these funds. In addition, the Commission does not have the expertise to account for and evaluate the distribution program, i.e. whether we are breaking even or making any money, as Howard White is currently performing these functions.

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

A new contract is necessary to provide continuity of service.

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

Not applicable.

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

Not applicable.

