

## Department of General Services

**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	The Background Investigator will provide specialized investigative services to conduct in-depth investigations on behalf of the Pennsylvania Game Commission (PGC) Bureau of Wildlife Protection of applicants to the Ross Leffler School of Conservation Game Warden Cadet Program and render findings-of-fact pertaining to the applicant's criminal, financial, educational, and personal histories; and utilize investigative platforms such as TLO, CLEAN, JNET, College History Clearing House, college transcripts, the IRS, and work collaboratively with other state and federal agencies to verify the applicants character and work history. The investigator will be required to drive or fly to meet with applicants and/or their character references in person, institutions of education, past and former employers, both in and out of state in execution of the background investigation process. These findings-of-fact are to be submitted to the Assistant Director of Law Enforcement via agency forms and official reports to validate the applicants provided information utilizing their training and experience as a former special investigator with our agency.		
Materials Description:			
Services Description:			
<b>3. Materials Shopping Cart # or Services SPR#</b>	12851275	<b>Estimated Cost:</b>	\$10,001 - \$50K
		<b>Initial Contract Term:</b>	1 year
		<b>Renewals:</b>	4
<b>4. Supplier - Name:</b>	DAVID P ALLEN		
Full Address:	155 Ice Lake Road, Moutaintop, PA 18707		
Contact Name:	David P. Allen		
Telephone:	717-317-2691	<b>FAX:</b>	
E-mail:	daveallen@frontier.com		
SRM Supplier #:	559653		
<b>5. Delivery or service location:</b>	PA Game Commission - Harrisburg HQ		

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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").

The contractor is a former Special Investigator for our agency. We are seeking an investigator, familiar with our agency's hiring and selection process for vetting State Game Warden applicants to our training academy. The vendor has performed complex background investigations while employed by the Pa. Game Commission working in the Special Investigations Unit under the Special Operations Division. The investigator will be performing a comprehensive background investigation involving the applicants prior work, criminal, financial, military, educational, social and family history. They will be required to be CLEAN and JNET certified through the Pennsylvania State Police and Federal Bureau of Investigations. The investigator shall be experienced with extracting information from social media platforms such as META, Instagram, Fishbowl, Snap Chat, TikTok, YouTube, Linkin, "X" (Twitter, WeChat, WhatsApp and other platforms. Must be well familiar with the nature of work and responsibility of the career of a Pennsylvania State Game Warden. Be able to articulate to the applicant the demands, dangers and essential job functions of a State Game Warden Cadet. The investigator will be required to complete comprehensive reports explaining the findings of their investigations. Will be required to travel using their own vehicle, in state and out of state to meet with applicants, witnesses or references to complete investigations.

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

The contractor is a former Special Investigator for our agency.

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

NA

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

NA

**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?**

NA

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

NA

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

We are anticipating conducting between 75 and 100 background investigations for our next cadet class. It is imperative we have the properly prepared investigators to complete these investigations. The agency has limited in service investigators that are commissioned state game warden supervisors or investigators to perform background investigations.

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

Yes, there is a small window that the investigations are completed so applicants can move to the next phase of hiring. August 2024

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

NA

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

NA

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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>	Andrea Elizabeth Myers	<b>P-Group:</b>	GC Law Enforcement Purchasing G	<b>Date:</b>	06-04-24
<b>Title:</b>	Clerical Assistant 3	<b>Telephone:</b>		<b>Fax:</b>	

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

<b>Name:</b>	Bobbi Mercer	<b>Title:</b>	Procurement Specialist	<b>Date:</b>	06-11-24
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	bmercer@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>	Dan Dunlap <i>Daniel Dunlap</i>	<b>Title:</b>	Director of Admin	<b>Date:</b>	6-11-24
<b>Telephone:</b>	717-787-4250	<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>	
<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>	
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	