

## Determination To Use Competitive Sealed Proposals (RFP) Method of Procurement

Bureau Of Procurement

**Instructions:** This form is to be utilized by Issuing Officers wherein they are required to disclose the justification for use of the competitive sealed proposals method of procurement. Check the appropriate boxes and provide detailed explanation as to why it is not practical or advantageous for the Commonwealth to issue an Invitation for Bids.

The completed form should be submitted to DGS in conjunction with the Notice of Forthcoming Procurements and DGS will post with the solicitation when issued. For agency led procurements the form must be posted with the solicitation issuance.

### Requesting Agency Information

<b>Agency:</b>	Department of Human Services, Bureau of Child Support Enforcement		
<b>Address:</b>	625 Forster St H&W Building, Harrisburg, PA 17120		
<b>Agency Contact:</b>	Michelle Herring	<b>Telephone No:</b>	717-787-9200

### Contract Information

<b>Contract Title:</b>	PA State Collection and Disbursement Unit
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**The use of competitive sealed bidding is not practicable for the Commonwealth to use to award this contract because:**  
(check all the apply)

<input checked="" type="checkbox"/>	The agency is seeking a contractor's solution to an agency need.
<input type="checkbox"/>	The agency wants to provide offerors with flexibility in the contents of their proposals in terms of materials, services, or construction offered.
<input type="checkbox"/>	The scope/statement of work/specifications lack sufficient clarity and specificity in terms of a detailed procurement description to enable submission of definitive bids.

**The use of competitive sealed bidding is not advantageous for the Commonwealth to use to award this contract because:**  
(check all the apply)

<input checked="" type="checkbox"/>	The agency wants to consider criteria other than price in the award process, in particular, criteria that are subjective in nature: <input type="checkbox"/> Small Diverse Business <input type="checkbox"/> Domestic Workforce <input type="checkbox"/> Contractor qualifications, experience and financial capability <input checked="" type="checkbox"/> Service & Delivery Capability <input type="checkbox"/> Other Criteria
<input type="checkbox"/>	It is not in the agency's or the Commonwealth's best interest to use competitive sealed bidding. <b>Explain:</b>

### Signature

**The printed name on this form shall constitute the signature of the individual and approval for the Agency request.** Agencies must ensure that the individual reviews the completed form and gives their consent to apply their printed name on this form. No handwritten signature shall be required in order for the form to be considered "signed" by the individual.

<b>Issuing Office Signature:</b>	Daniel R. Boyd	<b>Date:</b>	1/11/2016
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