

# 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 State Police		
<b>2. Procurement Description:</b> This description will appear on the eMarketplace website for public viewing	The National Law Enforcement Telecommunications System (NLETS) allows all states to communicate with one another and access computerized criminal history and vehicle information.		
<b>Materials Description:</b>			
<b>Services Description:</b>			
<b>3. Materials Shopping Cart # or Services SPR#</b>	6100036751	<b>Estimated Cost:</b>	\$100,001 - \$250K
		<b>Initial Contract Term:</b>	1/1/16-12/31/16
		<b>Renewals:</b>	four (4) one year option
<b>4. Supplier - Name:</b>	National Law Enforcement Telecommunications System (NLETS)		
<b>Full Address:</b>	1918 W. Whispering Wind Dr, Phoenix, Arizona 85085		
<b>Contact Name:</b>	Timothy Cook		
<b>Telephone:</b>	623-308-3554	<b>FAX:</b>	623-308-3501
<b>E-mail:</b>	tcook@nlets.org		
<b>SRM Supplier #:</b>	140322		
<b>5. Delivery or service location:</b>	PSP, 1800 Elmerton Avenue, Harrisburg, PA 17110		

## 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 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 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").

NLETS is the only mechanism available for the State of Pennsylvania to communicate with the law enforcement community in the remaining 49 states. It was established by the states to allow for the passing and access to information particularly as it relates to vehicle and criminal information. There is no other means to acquire this information except through the NLETS system.

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

N/A

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.

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.

This service has been procured sole source in prior years through Purchase Orders: 4300254642, 4500364288, 4500270468, 4500180705, 4500038552, 4500027597, SP2010010044, SP2010000035, SP336070, SP272285, and SP153659.

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?

Without NLETS, PSP would not have access to crucial criminal history records throughout the country needed for investigation and other law enforcement duties. Criminal history is a key factor in the safety of civilians as well as law enforcement officers.

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

Purchase Order 4300254642 (dated November 14, 2014) established support period of January 1, 2015 to December 31, 2015.

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

See question 8 above. Without NLETS, PSP would not have access to crucial criminal history records throughout the country needed for investigation and other law enforcement duties. Criminal history is a key factor in the safety of civilians as well as the law enforcement officers.

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

N/A

## 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>	Erin Webster	<b>P-Group:</b>	BM4	<b>Date:</b>	01-29-16
<b>Title:</b>	Purchasing Agent 1	<b>Telephone:</b>		<b>Fax:</b>	

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

<b>Name:</b>	Erin Webster	<b>Title:</b>	Purchasing Agent 1	<b>Date:</b>	01-29-16
<b>Telephone:</b>		<b>Fax:</b>		<b>Email:</b>	erwebster@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>	Maggie Boyer	<b>Title:</b>	Director	<b>Date:</b>	01-29-16
<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>	
<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>	
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