

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:	Department of General Services		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	Electronic Payment Processing		
Materials Description:			
Services Description:	Contract 4400007778 provides Commonwealth agencies, boards, commissions, and departments with the ability to process electronic payments for VISA, MasterCard, Discover, American Express, online and offline debit cards, gift cards, e-checks, check scanners and dual purpose credit/debit cards through point of sale (POS), phone, fax, mail, internet, and interactive voice response (IVR). The existing contract has all of the software, hardware and security infrastructure in place and in working order. A SS is needed only to extend the existing contract for up to 1 year for RFP negotiations to be finalized, and allow sufficient time for transition and implementation timeline be established. All pricing, terms, and conditions of the existing contract will remain the same.		
3. Materials Shopping Cart # or Services SPR#	4400007778	Estimated Cost:	\$5M +
		Initial Contract Term:	07/01/2016 - 06/30/2017
		Renewals:	0
4. Supplier - Name:	PNC BANK MERCHANT SERVICES COMPANY		
Full Address:	620 LIBERTY AVE PITTSBURGH PA 15222-2722		
Contact Name:	Mary McQuade		
Telephone:	412-702-4104	FAX:	412-762-8593
E-mail:	mary.mcquade@pnc.com		
SRM Supplier #:	363982		
5. Delivery or service location:	Statewide		

SOURCE JUSTIFICATION FORM

Bureau of Procurement

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").

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

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

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

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.

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?

Contract 4400007778 provides Commonwealth agencies, boards, commissions, and departments with the ability to process electronic payments for VISA, MasterCard, Discover, American Express, online and offline debit cards, gift cards, e-checks, check scanners and dual purpose credit/debit cards through point of sale (POS), phone, fax, mail, internet, and interactive voice response (IVR). RFP 6100033736 has been issued, but contract negotiations will not be completed prior to the existing contract's expiration date.

N/A

No

N/A

These services have always been procured by an RFP. This SS is only to extend the existing contract up to 1 year to allow for sufficient time for final RFP negotiations and implementation timeline can be finalized

N/A

SOURCE JUSTIFICATION FORM

Bureau of Procurement

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

N/A All pricing, terms, conditions will remain the same as the existing contract. This is to just extend the timeline by 1 year so there is no lapse in service.

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

If this SS is not issued all Commonwealth agencies, boards, commissions, and departments will not have the ability to process electronic payments for VISA, MasterCard, Discover, American Express, online and offline debit cards, gift cards, e-checks, check scanners and dual purpose credit/debit cards through point of sale (POS), phone, fax, mail, internet, and interactive voice response (IVR).

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

Current contract 4400007778 expires 06/30/2016. This SS will extend the existing contract until RFP negotiations are finalized and implementation timeline can be established. This SS will ensure no lapse in coverage occurs

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

N/A

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

N/A

SOURCE JUSTIFICATION FORM

Bureau of Procurement

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:	<input type="text" value="Mike Weges"/>	P-Group:	<input type="text" value="XM2"/>	Date:	<input type="text" value="05-20-16"/>
Title:	<input type="text" value="Commodity Specialist"/>	Telephone:	<input type="text"/>	Fax:	<input type="text"/>

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

Name:	<input type="text" value="Jennifer Habowski"/>	Title:	<input type="text" value="Complex Procurement Consultant"/>	Date:	<input type="text" value="05-20-16"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text" value="jhabowski@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:	<input type="text" value="Ken Hess"/>	Title:	<input type="text" value="Deputy Secretary of Procurement"/>	Date:	<input type="text" value="05-20-16"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Approvals (if required by Agency):

Name:	<input type="text"/>	Title:	<input type="text"/>	Date:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Title:	<input type="text"/>	Date:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Title:	<input type="text"/>	Date:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Title:	<input type="text"/>	Date:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>
Name:	<input type="text"/>	Title:	<input type="text"/>	Date:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text"/>