

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 Transportation		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	Opex Maintenance Sole Source FY 2017- FY 2021		
Materials Description:			
Services Description:			
3. Materials Shopping Cart # or Services SPR#	6100040872	Estimated Cost:	\$1,000,001 - \$5M
		Initial Contract Term:	Upon Sole Source approval
		Renewals:	None
4. Supplier - Name:	OPEX Corporation		
Full Address:	305 Commerce Drive, Moorestown, NJ 08057		
Contact Name:	Winnie Chow		
Telephone:	856-727-1100	FAX:	856-727-1955
E-mail:	wchow@opex.com		
SRM Supplier #:	115007		
5. Delivery or service location:	Riverfront Office Center		

SECTION B

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

Opex regularly inspects equipment, at least 12 times per year replacing worn parts and performing services, often before the machines experience downtime. Opex only uses parts which have been pre-tested to meet factory standards for new machines. Opex is the only authorized provider of maintenance services for the machinery, software and components. The Opex equipment utilizes proprietary service diagnostic software covered by various patents and copyrights.

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

Opex Corporation is the sole authorized source for sales, parts, and service of this equipment. No third party has been authorized to act on behalf of Opex in rendering maintenance service. All aspects of maintenance service are handled directly through the home offices in extract machines.

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.

Yes. The Opex equipment utilizes proprietary service diagnostic software covered by various patents and copyrights.

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.

Past procurement was sole source PO 4300336924, expiring 6/30/17, for Opex Eagle 50, 51, 150 and 201 mail splitter, sorter, check depositor equipment. PennDOT purchased the Opex Eagle system NEW in 2011/2012. As of February 2017, Opex is still marketing the Eagle system as its premier line and does not have an end of life plan.

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?

The Opex system is a critical component in the Bureau of Motor Vehicles' processing of Driver Licenses and Vehicle Registrations. The Opex system splits open mail, separates checks, scans and deposits them at a rate which accommodates ALL statewide license and registration processing, totaling \$2.2 Billion deposits annually. Not procuring this specific service would result in critical delays of processing license and registration applications.

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

The current sole source PO expires 6/30/17.

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

Opex letter of sole proprietary rights attached.

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

Yes, pricing is in Opex Bid 6500108250

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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):

Name:	Jodi Barrick	P-Group:	780T	Date:	10-18-16
Title:	Purchasing Agent 1	Telephone:		Fax:	

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

Name:	Karen Mackrides	Title:	Management Analyst 2	Date:	12-22-16
Telephone:		Fax:		Email:	kmackrides@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:	Suzanne Itzko	Title:	Deputy Secretary	Date:	12-21-16
Telephone:		Fax:			

Additional Approvals (if required by Agency):

Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	