

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:	Conservation & Natural Resources		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	Hosting two (2) Student Conservation Association (SCA) Interns		
Materials Description:			
Services Description:	Services for DCNR to host/receive two (2) interns for a 45 week program through the Student Conservation Association (SCA) in partnership with the Corporation for National & Community Services (AmeriCorps) via the 2019 SCA-AmeriCorps Historic Preservation Corps Program.		
3. Materials Shopping Cart # or Services SPR#	6100047934/6500125409	Estimated Cost:	\$10,001 - \$50K
		Initial Contract Term:	8/1/2019 - 6/30/2020
		Renewals:	N/A
4. Supplier - Name:	Student Conservation Assoc. Inc.		
Full Address:	1435 Bedford Avenue, Suite 136, Pittsburgh, PA 15219-3675		
Contact Name:	Robert Hampton		
Telephone:	703-842-4218	FAX:	
E-mail:	rhampton@thesca.org		
SRM Supplier #:	178929		
5. Delivery or service location:	Various Park/Forest locations throughout Pennsylvania		

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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").

DCNR submitted a proposal to the Student Conservation Association (SCA) and has been selected to host/receive two (2) interns for a 45 week internship program. This specific internship program is only offered through the 2019 SCA-AmeriCorps Historic Preservation Corps Program. This specific internship program is not available through another entity. It is available solely through the Student Conservation Association (SCA), in partnership with the Corporation for National & Community Service (AmeriCorps). Please refer to the attached 2019 SCA-AmeriCorps Historic Preservation Corps Overview for specific information regarding this SCA Conservation Internship.

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

The Student Conservation Association (SCA), in partnership with the Corporation for National & Community Service (AmeriCorps), is the entity providing this specific SCA Conservation Internship Program.

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 was procured last year via the sole source procurement process resulting in Purchase Order No. 4300587324.

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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?

Not approving this procurement may cause DCNR to lose award of the SCA Conservation Interns through the SCA-AmeriCorps Historic Preservation Corps Program.

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

Timing is a factor as DCNR applied for and has been selected to receive two (2) interns through the 2019 SCA-AmeriCorps Historic Preservation Corps Program. The interns will begin their 45 week deployment with a three week SCA-led training to begin approximately August 2019, followed by a 42 week internship with DCNR beginning approximately September 2019. If sole source approval is not obtained in a timely manner, DCNR may lose award of the interns through this program.

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

Refer to attached "2019 SCA-AmeriCorps Historic Preservation Corps Program Overview" providing a description of the internship program.

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

N/A

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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:	Michelle Flynn	P-Group:	GP5	Date:	04-10-19
Title:	Chief, Division of Procurement	Telephone:		Fax:	

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

Name:	Michelle Flynn	Title:	Chief, Division of Procurement & S	Date:	04-10-19
Telephone:		Fax:		Email:	mflynn@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:	Stacie Amsler	Title:	Director, Bureau of Administrative	Date:	04-11-19
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:	