

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:	Pennsylvania State Police		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	PSP REQUESTING TO HOST A TRAINING FOR PSP SUPERVISORS FOR MANAGERIAL ROLES BY UNIQUELY COVERING ACADEMIC PRINCIPLES WITH PRACTICAL APPLICATIONS.		
Materials Description:			
Services Description:	This ten week course is the only source for advanced education in Leadership, Organizational Behavior, Applied Statistics, Human Resources, Employee Relations, Planning and Policy.		
3. Materials Shopping Cart # or Services SPR#	Paper SPR	Estimated Cost:	\$100,001 - \$250K
		Initial Contract Term:	February 2022 - April 20
		Renewals:	None
4. Supplier - Name:	NORTHWESTERN UNIVERSITY CENTER FOR PUBLIC SAFETY		
Full Address:	1801 MAPLE AVENUE SUITE 1410, EVANSTON IL 60201		
Contact Name:	Shelly Camden		
Telephone:	847-467-7119	FAX:	
E-mail:	s-camden@northwestern.edu		
SRM Supplier #:	162473		
5. Delivery or service location:	175 HERSHEY PARK DR, HERSHEY PA. 17033		

SECTION B

<input checked="" type="checkbox"/> 1. Sole Source: Only known source - Not available from another supplier.
<input 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").

Northwestern University Center for Public Safety, School of Police Staff and Command has earned the reputation as the worldwide leader in public safety professional development and education. Their comprehensive offering of courses includes crash investigation and transportation engineering, management courses, and such operations and police training courses as those in crime scene and forensic science, police motorcycle, traffic management, investigation management, and more. SPSC is a dynamic police management program designed to prepare today's progressive public safety managers for senior command positions and is intended for mid to upper level supervisory personnel. Northwestern University is the only vendor that can provide a 10-week course, specifically for Police Commanders, that can be conducted at our training facility.

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

This ten week course is the only source for advanced education in Leadership, Organizational Behavior, Applied Statistics, Human Resources, Employee Relations, Planning and Policy. A staff study is also a requirement for this program. Upon completion of SPSC, students earn credit from Northwestern University. Since the program launched in 1983, the SPSC has earned the reputation as the world leader in law enforcement professional development and education.

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

not applicable

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

Yes, a service agreement from Northwestern University, Center for Police Safety, School of Police, Staff and Command was forwarded to the Pennsylvania State Police, Bureau of Training and Education.

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.

The Bureau of Training and Education has hosted the SPSC four times in previous years. No other university offers the School of Police Staff and Command (SPSC). The SPSC program is an internationally recognized course that sets the standard for leadership training. Northwestern University Center for Public Safety is the sole developer and provider of the School of Police Staff and Command course. This course is the most academically rigorous executive development program in the nation. The School of Police Staff and Command (SPSC) is an intensive ten-week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications. Northwestern University Center for Public Safety conducts the School of Police Staff

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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?

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

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

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

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

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

The total fee per student is \$4300.00. The request for services is to cover 25 students from the Pennsylvania State Police.

not applicable

SPSC Course will be cancelled. PSP members will be unable to learn advanced leadership methods from the cadre of Northwestern University, Center for Police Safety, School of Police, Staff and Command. Current cadre includes guest lecturers, NUCPS graduates, faculty, educational institutions and national organizations with an aggregate of over 200years of law enforcement experience.

Yes, This training has set course dates for Spring 2022.
(2/21/22 to 4/29/22)

Not applicable

SPR form is attached

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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:	<input type="text" value="Jamie Zarr"/>	P-Group:	<input type="text" value="BM2"/>	Date:	<input type="text" value="09-15-21"/>
Title:	<input type="text" value="Purchasing Agent Supervisor"/>	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="Lieutenant Kevin Creighton"/>	Title:	<input type="text" value="Commander - Professional Develo"/>	Date:	<input type="text" value="09-15-21"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Email:	<input type="text" value="kechreight@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="Thomas Teprovich"/>	Title:	<input type="text" value="Division Director"/>	Date:	<input type="text" value="09-15-21"/>
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"/>