

## Source Justification Form Instructions for Agencies

### SOLE SOURCE PROCESS SUMMARY

#### For Services and IT Service Requests

- When the Source Justification Form is routed and submitted to DGS or OIT the agency must have already completed the Supplier Price Request (SPR) process in SRM and attach the quote from the supplier and all pertinent documentation to the Source Justification Request.
- Submittal of the Source Justification Form without an SPR will be cause to disapprove the request immediately without review. Then agency must re-submit with proper documentation for DGS or OIT to accept and start the review process.
- The form is then assigned to the appropriate Commodity Specialist
- The Commodity Specialist reviews the request, completes the Determination Summary and attaches this to the request on eMarketplace with their approval/disapproval.
- The Electronic form routes for DGS or OIT approvals (depending on \$ amount)
- Upon final approval the agency will receive an e-mail that the Source Justification has been approved.
- Upon receipt of an e-mail stating the sole source is approved, the Agency may process the PO utilizing the follow on document from the SPR.

#### For Materials, including IT Hardware or Software Requests:

- When the Source Justification Form is routed and submitted to DGS or OIT, the agency should also forward to DGS & OIT the fully approved shopping cart.
- The form is then assigned to the appropriate Commodity Specialist
- The Commodity Specialist reviews the request, completes the Determination Summary and attaches this to the request on eMarketplace with their approval/disapproval.
- The Electronic form routes for DGS or OIT approvals.
- The Commodity Specialist processes SPR and creates PO for Board release & approval process.
- Upon final release by board, the Sole Source Coordinator via the eMarketplace System, electronically updates the form with pertinent award information.
- Upon final approval agency will receive e-mail that the Source Justification has been approved.

## Source Justification Form Instructions for Agencies

To locate the form – go to [www.dgs.pa.gov](http://www.dgs.pa.gov). Select State Government > Material and Services Procurement > Procurement Forms.

Commonwealth of Pennsylvania  
**SOURCE JUSTIFICATION FORM**

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services/Office of Administration ("DGS/OA"), Bureau of Procurement/Office of Information Technology ("BOP/OIT"), in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS/OA. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

IT sole sources must first be reviewed and approved through the DCIO/CoP process.

\* = Required.

New Form  Edit Form ID:   Status:

**Please complete the form in its entirety. Complete all fields that include an asterisk \* If a mandatory question is not applicable, then indicate N/A.**

**This form will be available for public viewing on eMarketplace  
After the DGS or OIT Sole Source Coordinator selects accepted.  
FORM ACCEPTANCE DOES NOT MEAN  
THE SOURCE JUSTIFICATION IS APPROVED.**

**Section A – all fields are required except for Fax #.**

**Section A1** – Select Agency from drop down field

1. Agency Name: Administration

**Section A2** – This description *will appear on eMarketplace* once Materials/Service reviewer has accepted the Source Justification Form. It is recommended that the description be detailed but limited to one paragraph (*please check your spelling*).

2. Procurement Description:

This description will appear on the eMarketplace website for public viewing.

**Section A2** – please select Materials or Services Radio button and add a brief description. For Services enter the SPR solicitation number used in SRM rather than the Shopping Cart #. For Materials enter the Shopping Cart # that was entered and routed to DGS or OIT.

<input checked="" type="radio"/> Materials Description:	<input type="text"/> Shopping Cart #** <input type="text"/>
<input type="radio"/> Services Description:	<input type="text"/> SPR #** <input type="text"/>
<input type="radio"/> IT-Materials Description:	<input type="text"/> Shopping Cart #** <input type="text"/>
<input type="radio"/> IT-Services Description:	<input type="text"/> SPR #** <input type="text"/>

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**Section A2** – Select estimated cost from drop down (*note: the estimated cost must include all potential renewals requested*); enter initial contract term and renewals (if applicable).

Estimated Cost: (\$XXX.XX)*	\$5K - \$10K <span style="float: right;">▼</span>
Initial Contract Term: *	<input style="width: 95%;" type="text"/>
Renewals: *	<input style="width: 95%;" type="text"/>

**Section A3** – Supplier info is mandatory, an automatic e-mail will be sent to the Department of State when the award is complete.

3. Supplier - Name:*	<input style="width: 95%;" type="text"/>		
Full Address:*	<input style="width: 95%;" type="text"/>		
Contact Name:*	<input style="width: 95%;" type="text"/>		
Telephone: *	<input style="width: 45%;" type="text"/>	FAX:	<input style="width: 45%;" type="text"/>
	Format : ###-###-####		Format : ###-###-####
E-mail:*	<input style="width: 95%;" type="text"/>		
Confirm E-mail:*	<input style="width: 95%;" type="text"/>		
SRM Supplier #:*	<input style="width: 95%;" type="text"/>		

**Section A4** – A Delivery or Service location must be entered. This is where the product is to be delivered or service is to be performed.

4. Delivery or service location:*	<input style="width: 95%;" type="text"/>
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**Section B** – Select only **one** of the appropriate reasons. For Materials - No substitute is no longer a part of this form; If the requirement is for a “No Substitute” material note on the shopping cart this is a “no substitute” and provide written justification for the “no substitute” requirement. DGS or OIT will determine if there is sufficient justification for a “no substitute” requirement.

SECTION B
<b>Check the appropriate reasons for this source justification:</b>
<input 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 – Complete appropriate section.** The fields not applicable must contain N/A. This is the most important piece to the source justification form. Please be as specific and thorough as possible when completing this section (*Note: This is available for public viewing, please also check spelling*).

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?	
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 > \$500,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?	

**Section D – Names & Signatures** – The first 3 areas must be completed by the person entering the on-line form or the form will not submit properly.

Shopping Cart Contact Person – Person who DGS or OIT will contact regarding the Shopping Cart # (Materials)/ SPR # (Services) (all fields required)

Agency Contact Person – Person in the agency that DGS or OIT can contact for additional information (all fields required) May be same as Contact Name.

Approval Section – Agency Head or Deputy reviewing and approving (all fields required)

Additional Approvals (if required by Agency)

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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"/>	Title*	<input type="text"/>	Date*	<input type="text"/>	
E-mail*	<input type="text"/>	P-Group*	<input type="text"/>			

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

Name*	<input type="text"/>	Title*	<input type="text"/>	Date*	<input type="text"/>	
E-mail*	<input type="text"/>					

**Approval Section: You must click "Add Contact" after each entry.**

Name*	<input type="text"/>	Title*	<input type="text"/>	Date*	<input type="text"/>	
Contact Type*	<input type="text" value="Approving Authority"/>	E-mail*	<input type="text"/>			
<input type="button" value="Add Contact"/>						

**To add attachments:** select browse, locate attachment and select the add button.

Attachment

<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="View"/>	<input type="text"/>
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**Save Without Submitting** – You can save the document without submitting by hitting the Save without Submitting button. At this time the contact person listed in Section D will receive an e-mail with an ID number. The ID number will also pop up on the computer screen of the person entering the online form.

**To return to the form** – Return to the Procurement forms page and select the Source Justification Form. Select the "Edit" radio button and enter the assigned ID number and select edit.

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IT sole sources must first be reviewed and approved through the DCIO/CoP process.

\* = Required.

New Form    Edit Form   ID:       Status:

**For agencies with additional internal approvals** – enter the e-mail address of the person to approve and select the Send for Internal Approval. This person will receive an e-mail that there is a form waiting for their approval. They will need to go to the form and select the edit button and enter the ID number.

E-mail:

**If no additional internal approvals are needed or if additional approvals are completed,**

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select the Submit button. If additional approvals are needed, the last approver will need to select the Submit button.



By clicking this button, the form will be submitted to DGS/OIT depending upon the category selected.

**DGS or OIT Acceptance of Form** – Once DGS or OIT receives and reviews the Source Justification Form; you will receive an e-mail from [paemarketplace@state.pa.us](mailto:paemarketplace@state.pa.us) stating that the Source Justification Form has been accepted (posted to eMarketplace for public viewing) and is under review. It will also provide you with ID #.

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After the DGS or OIT Sole Source Coordinator selects accepted.  
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From: gs-procure@state.pa.us Sent:  
 To: Plecker, Susan  
 Cc: Plecker, Susan; GS-Procurement - Internet  
 Subject: Source Justification Form.

Your source justification for This should be a detailed description has been accepted and is under review. Your ID# is 133.

**eMarketplace public viewing** – Upon acceptance by DGS or OIT the following information will be available on the eMarketplace website for public viewing for 10 days.

### Main Screen View

Date Posted	Description	Agency	ProposedSupplier	Estimated \$ Range	Awarded \$ Amount	PO#
01/07/2009	This should be a detailed description	General Services	Sue's Trucking Company	\$10,001 - \$50K	TBD	<a href="#">Details</a>

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## Details Screen View

Source Justification Data	
<a href="#">&lt; Back</a>	
<b>General Information</b>	
<b>Requesting Agency:</b>	Administration
<b>Material or Service:</b>	Materials: test
<b>Proposed Supplier:</b>	test
<b>Description:</b>	Another Test for Ben - Ignore this if you get an e-mail about it...
<b>Commodity Specialist Reviewer:</b>	
<b>E-mail:</b>	
<b>Request Type(s):</b>	Sole Source
<b>Estimated \$ Amt:</b>	\$5K - \$10K
<b>Date Submitted:</b>	2/13/2009
<b>Review Information</b>	
<b>ID:</b>	236
<b>PO#:</b>	
<b>Review End Date:</b>	
<b>Approval Status:</b>	Submitted: 2/13/2009
<b>Approval/Disapproval Date:</b>	
<b>Execution Date:</b>	
<b>Awarded \$ Amount:</b>	\$TBD
<b>Related Docs:</b>	
<a href="#">View Source Justification Form</a>	
<a href="#">Download form as PDF</a>	
<input type="button" value="Edit"/>	