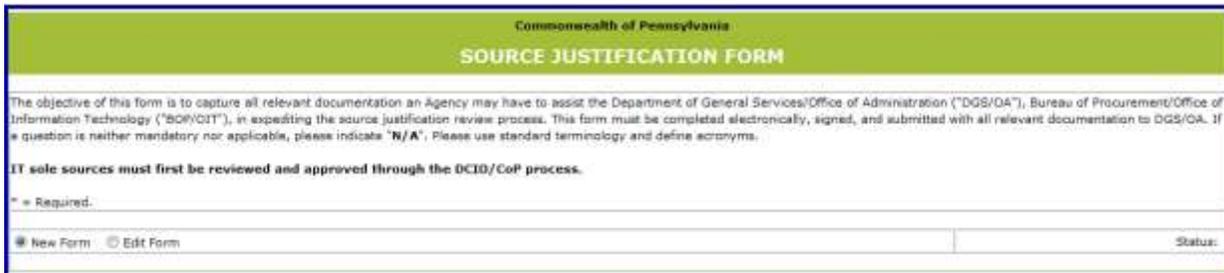


Procedures for Processing Sole Source Documents for Services

The agency will prepare and complete the online Source Justification Form and submit to DGS after they have completed the SPR process and included all of the required attachments.

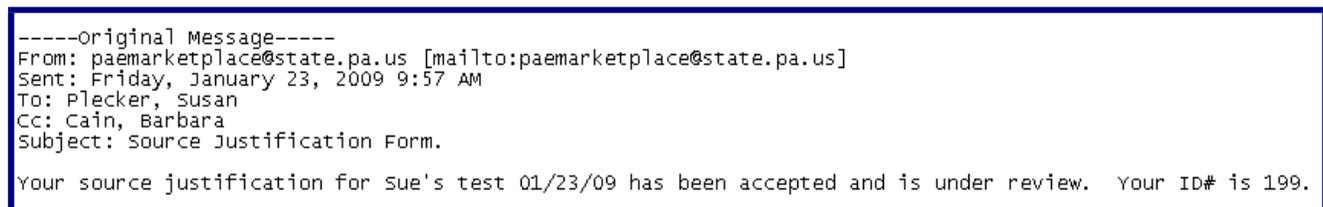


The DGS sole source coordinator will be notified via e-mail that a New Source Justification Form was submitted. DGS sole source coordinator will review the request for completeness and will either accept or reject it. The Sole Source Coordinator will make sure that the form is correct before assigning to Commodity Specialist.

The request will appear for 10 days on the website after it is accepted for public viewing.



The Agency will be notified via e-mail of the status of their request.

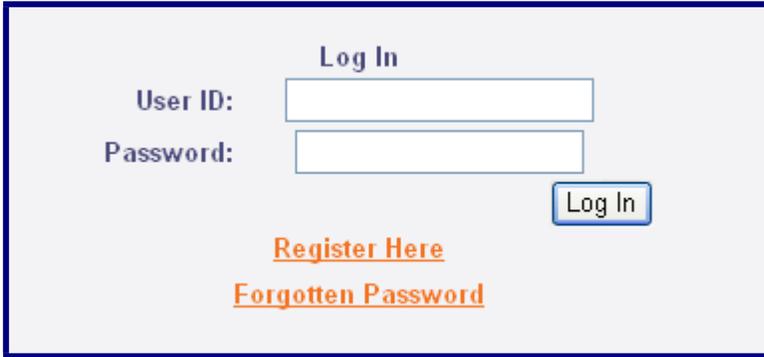


If the Source Justification Form is accepted, the sole source coordinator will assign it electronically to a Commodity Specialist.

The Commodity Specialist will receive an e-mail stating that a Source Justification Form was accepted. The e-mail will provide ID # for reference when accessing the website.

Procedures for Processing Sole Source Documents for Services

Commodity Specialist should log in to eMarketplace with the user id & password they created when they registered.



Log In

User ID:

Password:

Log In

[Register Here](#)

[Forgotten Password](#)

Once logged in, select the Sole Source Procurements link on eMarketplace.



Locate correct ID # and select the Details link.

ID	Description	Agency	Category	ProposedSupplier	Awarded \$ Amount	PO#	Status	
26571	Test for Beta Site	General Services	Services	Dawn Eshenour's Services	TBD		Internal	Details

Commodity Specialist will review Source Justification Form. If required to be returned for correction, the Sole Source Coordinator will notate what needs to be corrected prior to marking it as "Returned for Correction."



ID: 25819

PO#:

Approval Status:
Submitted: 8/6/2015
Accepted: 08/06/2015
Returned for Correction by Sole Source Coordinator 08/06/2015

Review End Date:

We will be sending an email to request required additional information

Approval/Disapproval Date:

Execution Date:

Awarded \$ Amount: \$

Related Docs:

Attachments:
[GRI A Rules and Regulations.doc](#)

[View Source Justification Form as PDF](#)

Edit

Procedures for Processing Sole Source Documents for Services

The form can be downloaded and printed, if necessary. However, paper documents will no longer be routed.

Review Information			
ID:	191	PO#:	
Review End Date:		Approval Status:	Submitted: 1/21/2009 Accepted: 01/21/2009
Approval/Disapproval Date:		Execution Date:	
Awarded \$ Amount:	\$	Related Docs:	
View Source Justification Form			
Download form as PDF			
<input type="button" value="Edit"/>			

Commodity Specialist will complete a Sole Source Determination Summary Sheet and save to their computer. Please note that the Sole Source Determination Summary Sheet will be available for public viewing, so be clear and concise.

The Summary Sheet must be uploaded to the website. Start by selecting the "Edit" button.

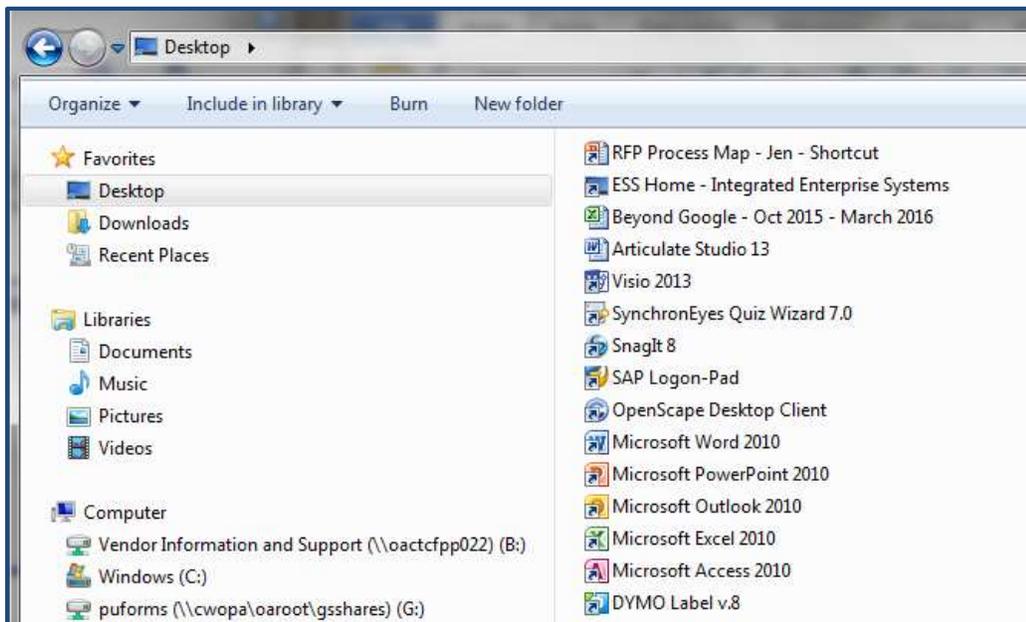
Review Information			
ID:	191	PO#:	
Review End Date:		Approval Status:	Submitted: 1/21/2009 Accepted: 01/21/2009
Approval/Disapproval Date:		Execution Date:	
Awarded \$ Amount:	\$	Related Docs:	
View Source Justification Form			
Download form as PDF			
<input type="button" value="Edit"/>			

Select "Browse"

Review Information			
ID:	191	PO#:	<input type="text"/>
Review End Date:	<input type="text"/>	Approval Status:	Submitted: 1/21/2009 Accepted: 01/21/2009
Approval/Disapproval Date:		Execution Date:	<input type="text"/>
Awarded \$ Amount:	\$ <input type="text"/>	Related Docs:	<input type="text"/>
View Source Justification Form			
Download form as PDF			
<input type="button" value="Browse"/> <input type="button" value="UPLOAD"/>			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Procedures for Processing Sole Source Documents for Services

Locate completed form on the computer and select open.



Select "Upload"

Review Information

ID: 191 PO#:

Review End Date:

Approval/Disapproval Date:

Awarded \$ Amount: \$

Approval Status:
Submitted: 1/21/2009
Accepted: 01/21/2009

Execution Date:

Related Docs:
Files selected to upload:
Procedures for processing Sole Sources for
Materials1.doc
1 file(s) selected at 77.5KB

UPLOADING 0%

[View Source Justification Form](#)
[Download form as PDF](#)

Procedures for Processing Sole Source Documents for Services

Your summary will appear on the left side of the screen. Select “Update”

Review Information

ID: 190 PO#:

Review End Date:

Approval Status:
Submitted: 1/21/2009
Accepted: 01/21/2009

Approval/Disapproval Date:

Execution Date:

Awarded \$ Amount: \$

Related Docs:

Attachments:
[ITQ Aggregates 2006-2010 Sup 1 .doc](#)
[Agg#1 Flyer.doc](#)

[View Source Justification Form](#) 
[Download form as PDF](#)

Upon completion of your **approved** recommendation, the Commodity Specialist:

- Routes the sole source to their Associate Commodity Manager (or CM)
 - Type in the ACM/CM's email
 - Type in comments
 - Route for review

Approval Routing

Routing Comments:

Routing E-mail:

- The Associate Commodity Manager (or CM) should review the sole source and then,
 - If approved the Associate Commodity Manager will have the Commodity Specialist electronically approve the sole source.
- After 10 days from the sole source acceptance date where the sole source was posted to eMarketplace; and if approved, an auto-generated email will route to the sole source coordinator and subsequently to other approvers based on the dollar amount of the Sole Source request to review and approve.
 - You do not need to route to the sole source coordinator to let them know you approved.

Procedures for Processing Sole Source Documents for Services

Review Information

PO#: 24913

Approval Status:
CS Approved: 04/22/15
Submitted: 4/20/2015
Accepted: 04/20/2015
Approved by Sole Source Coordinator 05/06/2015
Approved by Chief Procurement Officer
05/07/2015
Approved by Deputy Secretary for Procurement
06/01/2015

Review End Date:

Only known source - Not available from another supplier.

Approval/Disapproval Date:

Awarded \$ Amount: \$654450.00

Execution Date:

Related Docs: [Sole Source Determination 24913.doc](#)

Attachments:
[Agency Manual of Accreditation Policy and Procedure September 2014.pdf](#)
[Cost Data Pricing Certification.pdf](#)
[SPS 6100033481.pdf](#)

[View Source Justification Form as PDF](#)

If **disapproved**, the Commodity Specialist:

- Attaches their disapproved determination summary to the electronic request.
 - Do **Not** click the CS approved button. *Currently No Disapproved button is available at this time. This will be a future enhancement to the system.*
- Routes to their Associate Commodity Manager (or CM) for review.
 - ACM/CM and CS to notify the Agency of the disapproval prior to notifying the Sole Source Coordinator.
- If the Associate Commodity Manager (or CM) is in agreement for disapproval,
 - ACM or CM notifies the Sole Source Coordinator to disapprove based on the Commodity Specialist recommendation as specified in the Sole Source Determination Summary Sheet. Confirm agency has already been notified of the disapproval.

Approval Routing

Routing Comments:

Routing E-mail:

Procedures for Processing Sole Source Documents for Services

Upon final determination the agency will receive an e-mail regarding the status of the request.

From: RA-pa-emarketplace@state.pa.us [mailto:RA-pa-emarketplace@state.pa.us]

Sent: Friday, April 08, 2016 2:50 PM

To:

Cc:

Subject: Source Justification Form.

Your source justification has been approved for Test. Your ID# is 199.

Note:

Agencies must send the No Bid Contract letter and the Political Contributions Reporting form to the vendor who has been awarded a non-bid contract by the Commonwealth. The non bid letter template and the political Contributions form can be found [via this link](#) under the Sole Source Preparation Section.

This email was sent from an unmonitored account. Please contact gs-procure@state.pa.us for help.