Bureau: Communications
Contractor: Xerox
Agency Purchase Requisition No. 19-0607

A) Reason(s) for Sole Source Procurement:

☐ Only a single contractor is capable of providing the service.
  - Only known source; similar services/commodities are not available from another contractor.
  - Service must be compatible with existing equipment.

☐ A federal or state statute or federal regulation exempts the service from the competitive procedure and there is appropriate justification to do so.

☐ It is clearly not feasible to award the contract for services on a competitive basis.

☐ The services are to be provided by attorneys or litigation consultants selected by the Department.

☐ The services are to be provided by expert witnesses.

☐ The services involve the repair, modification or calibration of equipment, and they are to be performed by the manufacturer of the equipment or by the manufacturer's authorized dealer, provided the contracting officer determines that bidding is not appropriate under the circumstances.

☐ The contract is for financial or investment experts to be used and selected by the Department.

☐ The contract is for supplies or services is in the best interest of the Commonwealth.

☐ Part I, Chapter I of the Pennsylvania Procurement Handbook issued by the Department of General Services under the authority of Commonwealth Procurement Code, 62 P.S. Section 101 et seq., exempts Treasury from the policies, procedures, and guidelines of the handbook for the licensing of specialized computer software.

B) Briefly describe the supply or service item you are requesting and its function.

Buyout for ownership of Xerox equipment used for internal and external projects of high volume.
C) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement.

Buyout for ownership of existing equipment following the fulfillment of the lease terms.

D) What research has been done to verify the contractor as the only known source?

Due to COVID-19, outside vendors are not permitted in the building at this time.

This is for the buyout to own existing equipment.

E) Does the contractor have any distributors, dealers, resellers, etc., that sell the supply, service, or construction item?

None known.

F) Must this supply, service or construction item be compatible with present inventory/equipment or in compliance with a manufacturer's warranty or existing service agreement? If yes, please explain.

No

G) If this is an initial procurement, what are the future consequences of the procurement? That is, once this procurement is approved and processed, what additional upgrades/additions/supplies/services/construction, etc., are anticipated/projected over the useful life of this item?

N/A

H) If this is an upgrade, addition, alteration, etc., to an existing service? How was the original service procured (sole source or competitive)? What additional, related, sole source procurements have occurred since the initial procurement? Please identify the previous purchase order or contract number(s).

N/A
I) How has this service been procured in the past? (Competitive sealed bidding, competitive sealed proposals, sole source, other). Please provide document numbers.

Xerox is a state contract vendor.

J) What are the consequences of not procuring this specific supply or service item?

Treasury produces several printed pieces for the Department's consumer programs. Without the capabilities to print these materials in house a substantial amount of money would be spent on a reoccurring and regular basis to have a third party vendor fulfill these needs.

K) How long has the agency known that the supply or service was needed, and why wasn’t the contract process started earlier?

COVID-19

L) If timing is a factor, who established the time frame and why?

COVID-19

M) What are the consequences of not procuring this specific service within the established time frame?

Treasury will pay month-to-month fees that are not applied to the buyout of the equipment.

N) List any other information relevant to the acquisition of this service.

None
Signature of person responsible for justification (Requesting Bureau/Office)

Heidi Havens

Title  Director of Public Affairs

Date: 05/22/2020  Phone No.

Signature of Approving Authority:

[Signature]
Comptroller/Designee  Date

[Signature]
Agency Head or Designee  5/26/2020
Date

All sole source procurements are to be submitted to the Bureau of Support Services, and approved by the Comptroller and Chief Administrative Officer.

If an item is not applicable, indicate that it is not applicable.