

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission (PHRC)

Contractor: CCMNT Speakers, LLC

Agency Purchase Requisition No. \_\_\_\_\_

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 for services is in the best interest of the Commonwealth.

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

PHRC will partner with the CCMNT Speakers, LLC ("CCMNT") to obtain the services of Dr. Andre M. Perry for him to provide the Keynote Address for the PHRC's Housing Equality Conference on the topic of the devaluation of homes in communities of color.

C) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement.

Dr. Perry is a Senior Fellow at Brookings Metro, a scholar-in-residence at American University, and a columnist for the Hechinger Report. A nationally known and respected commentator on race, structural inequality, and education, Perry is the author of the book "Know Your Price: Valuing Black Lives and Property in America's Black Cities,"

Perry's pioneering work on asset devaluation has made him a go to researcher for policymakers, community development professionals and civil rights groups. The topic for the Keynote Address relates specifically to the very Brookings Institute report that he authored. Dr. Perry is a native of Pittsburgh, PA and is uniquely qualified to speak on the devaluation of home in communities of color in comparison to the mainstream community. As CCMNT represents Dr. Perry, the PHRC must work with CCMNT to obtain the services of Dr. Perry.

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

N/A

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

N/A

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.

N/A

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. N/A

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

It is likely that the testing and community education for unlawful discrimination in housing will be delayed or not occur.

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

N/A

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

N/A

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

The PHRC's use of Dr. Perry during its June 2022 Housing Equality Conference cannot take place.

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

N/A

Name of person completing the justification (Requesting Bureau/Office)

Chad Dion Lassiter MSW

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Title: Executive Director, PHRC

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