

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: Browning Group

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.

The PHRC intends to retain the services of a process servers for the legal department to serve legal documents as part of the adjudication process of discrimination complaints pursuant to the PHRA.

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

The PHRC adjudicates claims of discrimination throughout the Commonwealth. The PHRC requires reliable process servers with the capability to travel throughout the Commonwealth.

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

The PHRC has researched affordable process servers for efficiency, reliability, and service area.

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?

The PHRC is in need of process servers. There is potential the PHRC may utilize this contractor for future services.

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?

The adjudication of discrimination claims will be delayed or potential procedural, service issues for legal compliance.

J) 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?

There will be a delay in adjudications.

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

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

/s/ Chad Dion Lassiter MSW

Chad Dion Lassiter, MSW

Title: Executive Director, PHRC

Date: 2/27/23

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Posted 9:30 am by Amanda Brothman 2/28/23