

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission (PHRC)

Contractor: Tabor Community Services, Inc., dba Tenfold (Tenfold)

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 Tenfold to promote Fair Housing education and outreach in the form of a Landlord and Tenant Guide App for portable electronic devices. This guide is available in 12 languages and can be downloaded as a PDF or requested in a printed copy. However, many community members may not search through a 90-page PDF for the information that they need. Tenfold is proposing to make this information into an app that would further its distribution throughout Pennsylvania. This would allow for an easy search of the documentation when needed, an ability to fill out a letter template to communicate with a landlord on a mobile device, and

connections to fair housing resources and agencies across all areas of the Commonwealth. Furthering landlord and tenant's knowledge of fair housing rights and responsibilities will increase landlord's compliance with fair housing law and increase tenants' knowledge of resources when they believe they have experienced discrimination.

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

Tenfold provides technical assistance for individuals that believe they have been discriminated against in the process of renting, buying, or financing a home. Tenfold, is committed to sparking the power in all people to achieve equitable housing and financial security. Tenfold walks alongside their clients and help them unlock a new path forward to a brighter future. By collaborating as one team, they take a holistic approach to serve as a trusted community partner focused on achieving quality, fair and affordable housing that is inclusive to all people through: Proactive coaching, Education, Lending, and Advocacy. The information to be presented in this internet application (app) was created by the vendor. So the presentation of the booklet in an app is their intellectual property to add updates and translations to other foreign languages.

- 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).

PO # 4300692994 – This is an upgrade to a prior sole source service where the information will be newly given as an internet application. The alteration is the incorporation of previous fair housing rights information in a new technological form.

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

- 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?

N/A

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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Posted 11:00 a.m. 10/5/2 By L. Argenbright