

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission (PHRC)

Contractor: Fair Housing Partnership of Greater Pittsburgh (FHP)

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 FHP to promote Fair Housing education and outreach in the form of a Podcast that will be produced and disseminated by FHP in the greater Pittsburgh area. The Podcast will inform and educate of the nuances of the Fair Housing Act and the categories protected by the Act. Additionally, the Podcast will educate on the latest protections under the Act's protected class of sex, for the LGBTQI community as well as on discrimination because of race, including Asian American and Pacific Islander, Black, indigenous, and other communities of color, and racial bias that restrict housing, neighborhood choice, and integrated communities.

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

The FHP is a nonprofit organization dedicated to creating equal housing choice in southwestern Pennsylvania. FHP is the only private fair housing organization dedicated to serving the entire greater Pittsburgh region and assists individuals in the area who believe they have experienced housing discrimination. FHP assists persons with disabilities with preparing requests for reasonable accommodations and modifications to ensure full access to housing.

- 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 creation of the podcast of the educational material 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*

---

Chad Dion Lassiter, MSW

Title: Executive Director,

PHRC Date: 10/5/2021

Phone No. 215-965-7713

Posted 11:10 a.m. 10/5/21 by L. Argenbright