

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: Lynette Hazelton

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 it's function

On or before March 31, 2020, Lynette Hazelton will write all prose related to the written content as well as will advise and manage the design and layout of the PHRC's "Annual Report" Further, on or before June 30, 2020, Ms. Hazelton will also draft all prose related to the written content as well as will advise and manage the design and layout of the PHRC's; "No Hate In Our State Report" and "Social Justice Lecture Series Report".

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

The Pennsylvania Human Relations Act requires the Pennsylvania Human Relations Commission (PHRC) to file an Annual Report by March 31st each year. Because the vendor the PHRC has previously used to create these reports indicated her unavailability at a late date in 2019, there will be insufficient time to utilize open bidding to find a person with the skills necessary to produce the metrics, analysis and substantive data that the PHRC required for this undertaking. Because Ms. Hazelton's work was already known and judged highly excellent by Executive Director Lassiter, who is not aware of any other available person of this caliber, there is

no better reasonable choice for this service. As the PHRC continues to rebrand and market itself throughout the Commonwealth and the Country as not just the top Civil Rights Agency in Pennsylvania but as a reliable source of advocacy in the face of hate Chad Lassiter, Executive Director, needed to work with someone who could capture his strategic vision and understood his philosophical positions on addressing hate. Additionally, as a researcher and thought leader, Lassiter feels it necessary to incorporate the intellectual a quantitative and qualitative perspective he considers her is one of the best. This report will include metrics, analysis and substantive data that has not appeared in any previous report that PHRC has had. The graphics and overall framework and layout will speak the language of inclusion and advocacy and will represent this Commission, the Governor and all other stakeholders. Lastly, this is in alignment with many of the metrics that he intends to have PHRC will lead from the front and will be able to do so with excellence and this is one form of that.

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.

Sole Source

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

The publishing of the PHRC's Annual Report will lack the necessary quality to adequately encapsulate the PHRC's scope of its work.

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?

The PHRA requires this to be completed by March 31st each year.

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)

/s/ Martin Cunningham

Martin Cunningham, Esq.

Title: Assistant Chief Counsel, PHRC

Date: 1/06/19

Phone No. 717-783-8263