

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission (PHRC)

Contractor: Tabor Community Services, Inc.

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

LHOP will create an updated version of their booklet which explains the rights and responsibilities of tenants related to fair housing principles as well as translate the text into 7 different languages

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

This booklet was created by the vendor and an older english translation was purchased by the PHRC in the past. So the presentation of the booklet is their intellectual property to add updates and translations to other foreign languages. Further, this particular vendor is already approved by our federal partners to complete this project using funding from those same federal agencies. Moreover, this vendor was previously retained to complete this project but was not able to complete it because of the covid pandemic.

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).

This service is a follow up to complete the terms of PO 4300649217. This was a sole source procurement for many of the same reasons that the present contract must also be undertaken using this method.

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, PO 4300649217

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

It is likely that this programing 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:

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