

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission (PHRC)

Contractor: The Center for Dispute Resolution at the University of Maryland, Francis King Carey School of Law ("C-DRUM")

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

C-DRUM proposes to train the Commission staff through direct, interactive training. The training will focus on the core skills of active listening (to assist in streamlining communication with complainants), impartiality (to address conveying judgment on the merits of a complaint or response), dealing with difficult people (to increase the cooperation of complainants and respondents), and identifying interests (to expand beyond traditional legal analysis and remedies).

The trainers will work with the Commission to determine the type of scenarios that are most relevant for the participants. These scenarios will be incorporated into the role plays and other interactive exercises. The format of the training will follow a pattern of skill instruction and trainer demonstration followed by participant implementation and feedback. This format increases the ability of the participant to leave the training able to implement the new skills.

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

C-DRUM promotes the power of conflict resolution to build a more just society. Through professional education, research, and direct services, C-DRUM provides individuals and communities with the knowledge and skills to address conflict strategically and productively. Unique among law school dispute resolution programs, C-DRUM's holistic approach includes work in legal and judicial alternative dispute resolution (ADR), as well as engagement in the broader community. C-DRUM's initiatives involve partnerships with court-based ADR programs, school conflict resolution education, public policy conflict resolution, professional negotiation and dispute resolution training, workplace mediation and conflict management, and public sector dispute resolution.

C-DRUM faculty and staff have conducted numerous conflict resolution and restorative practices trainings for many of audiences, from judges and professionals in a variety of fields, to educators and students from K-12 to graduate schools, to individuals in private and public sector workplaces. In addition to training, C-DRUM's comprehensive services include policy development, system design, and evaluation of ADR programs. C-DRUM staff are experienced and active dispute resolution practitioners in various processes including mediation, facilitation, restorative practices, ombuds, and conflict coaching.

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 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

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