

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: The WD Palmer Foundation, 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 it's function

The PHRC seeks a contemporary of Dr. Martin Luther King, Jr. who is expert in the field of how to combat racism and all forms of unlawful discrimination by using a literacy model of Dr. King, Jr.. The reducing and combating racism literacy project will be for rural, urban and suburban schools throughout the Commonwealth. In addition to Dr. Palmer speaking on the issues of racism, the Contractor will provide relevant topical textbooks that will go to those schools that the Pennsylvania Human Relations Commission have worked with over the past two years where these books will be used to improve literacy outcomes of multicultural students. Additionally, our Educational Outreach Coordinators will deliver the trainings of these books to the educators of the before mentioned schools and our Advisory Councils will serve as a support for the training.

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

Because Dr. Palmer has a unique role in history as he was a contemporary of the late Dr. Martin Luther King, Jr., he has a special historical understanding of the importance of education and literacy to overcome racism in

society and the WD Palmer Foundation is the sole representative of Dr. Palmer, there are no other vendor who can provide this service.

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?

The event will not be able to take place and many students will not be availed of this resource.

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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Phone No. 215-965-7713

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