

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: Anti-Defamation League

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 is in need of a vendor to train and instruct PHRC staff regarding by the Anti-Defamation League Institute, A WORLD OF DIFFERENCE Institute, which provides anti-bias workshops tailored to focus on the dynamics of stereotyping and bias – both implicit and explicit – and how these dynamics impact workplace environments, and the ways in which staff can better create and support welcoming and inclusive environments for each other and for clients. The ADL is to provide 4 training sessions in February 2023.

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

ADL is a leading anti-hate organization. Founded in response to an escalating climate of antisemitism and bigotry, its timeless mission is to stop the defamation of the Jewish people and to secure justice and fair treatment to all. ADL continues to fight all forms of hate with the same vigor and passion. A global leader in exposing extremism, delivering anti-bias education and

fighting hate online, ADL's ultimate goal is a world in which no group or individual suffers from bias, discrimination or hate.

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).

Previously retained by sole source procurement. PO # \_\_\_\_\_.

I) How has this service been procured in the past? (Competitive sealed bidding, competitive sealed proposals, sole source, other). Please provide document numbers.

Previously retained by sole source procurement. PO # \_\_\_\_\_.

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

PHRC staff continually requires education and training from various providers to develop a highly trained working staff. The ADL's A World of Difference Institute will inspire program participants to challenge bias in themselves, others, and society in order to create more inclusive communities.

K) How long has the agency known that the supply or service was needed, and why wasn't the contract process started earlier?

PHRC continually evaluates vendors for training opportunities for staff.

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?

The services would not be provided.

N) List any other information relevant to the acquisition of this service.

N/A

Name of person completing the justification (Requesting Bureau/Office)

/s/ Chad Dion Lassiter MSW

Chad Dion Lassiter, MSW

Title: Executive Director, PHRC

Date: 1/25/2023

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Posted 2:00 p.m. 1/25/2023 by Amanda Brothman