

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: Melissa Harris-Perry

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.

The PHRC intends to retain the services of Melissa Harris-Perry as part of Women's History Month speaking series. Harris-Perry is an author, political commentator, and educator who examines American public life through her distinct combination of scholarly analysis and grounded wisdom applied to analysis of race, gender, politics, and power.

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

Professor Melissa Harris-Perry is the Maya Angelou Presidential Chair at Wake Forest University where she teaches courses on American politics and elections at the intersections of race, place, and gender. Harris-Perry received her B.A. degree in English from Wake Forest University and her Ph.D. degree in political science from Duke University. She also studied theology at Union

Theological Seminary in New York. Harris-Perry previously served on the faculty of the University of Chicago, Princeton University, and Tulane University. She serves on several boards and award committees and is a trustee of both The Century Foundation and The Next 100. Professor Harris-Perry is the Founder and President of the Anna Julia Cooper Center, an independent organization with a mission to advance justice and alleviate harm for women and girls of color in American higher education. She hosted the award winning television show “Melissa Harris-Perry” from 2012-2016 on weekend mornings on MSNBC and in 2016, won the Hillman Prize for broadcast journalism. She was among the initial cohort of writers for TheRoot.com and authored highly regarded columns for *Essence* and *The Nation*. Committed to diversifying American journalism and mentoring emerging public voices, Professor Harris-Perry has developed and implemented innovative mentoring efforts including the Elle.com scholars program centering the stories of women and girls of color and BLACK ON CAMPUS, a national student journalism program in partnership with *The Nation*. She is the author of the award-winning *Barbershops, Bibles, and BET: Everyday Talk and Black Political Thought*, and *Sister Citizen: Shame, Stereotypes, and Black Women in America*.

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 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)

/s/ Chad Dion Lassiter MSW

Chad Dion Lassiter, MSW

Title: Executive Director, PHRC

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