

Pennsylvania Historical and Museum Commission (PHMC)

SOURCE JUSTIFICATION & DETERMINATION

This form is to provide relevant information necessary to document the source justification review and approval process for the purchase of services by an independent agency pursuant to the Procurement Code (62 P.S. §§ 301(b) and 515). Approval of this completed form by the Executive Director, or his/her designee, constitutes the final determination by the Contracting Officer that the sole source procurement described herein is justified and should be awarded to the identified Supplier. This completed and approved form shall be posted to PHMC's publicly available website for any procurements made under items 1, 2, 4, or 10 as defined in Section B, below and will be considered satisfaction of the posting requirements of the Procurement Code (62 P.S. §106.1(b)(5)). When public posting is not required, this form shall be completed and made part of the contract file.

Section A

Description of Services Being Procured:

Estimated Cost: <\$50,000

Initial Term: 09/15/2025- 03/31/2026

Renewals: 1

Supplier Information: For requests greater than \$100,000, a cost date certification signed by the supplier must be attached as part of the sole source justification

Full Legal Name of Entity: DeVos Institute of Arts and Nonprofit Management

Address: 700 K Street, NW, Suite 300, Washington, DC 20001

Contact Name: Brett Egan

Phone:

Email: BEEgan@devosinstitute.net

Location where services will be provided: Historical Museums and Sites under PHMC

Section B

Check the appropriate reason(s) for this source justification pursuant to 62 P.S. §515(a):

☐ **1.** Single source - Service not available from another supplier or the service must be compatible with existing equipment. **(public posting required)**

☐ **2.** A Federal or State statute or Federal regulation exempts the service from the competitive procedure. **(public posting required)**

<input type="checkbox"/> 3. The total cost of the service is less within the threshold for small, no-bid procurements under section 514.
<input type="checkbox"/> 4. It is clearly not feasible to award the contract for services on a competitive basis. (public posting required)
<input type="checkbox"/> 5. The services are to be provided by attorneys or litigation consultants selected by the Office of General Counsel, the Office of Attorney General, the Department of the Auditor General or the Treasury Department.
<input type="checkbox"/> 6. The services are to be provided by expert witnesses.
<input type="checkbox"/> 7. 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
<input type="checkbox"/> 8. The contract is for investment advisors or managers selected by the State Employees' Retirement System or a State-affiliated entity.
<input type="checkbox"/> 9. The contract is for financial or investment experts to be used and selected by the Treasury Department or financial or investment experts selected by the Secretary of the Budget.
<input checked="" type="checkbox"/> 10. The contract for services is in the best interest of the Commonwealth. (public posting required)

Section C

NOTE: This section should be completed to the extent it is necessary to justify the noted procurement for the reason(s) indicated in Section B, above. Not all sections are required to be completed.

1. Describe the unique features of this procurement that prohibit a competitive environment.	Pennsylvania Historical Museum Commission (PHMC) is currently without a Director of The State Museum of Pennsylvania. The State Museum is a 270,000 sq. ft. facility with an operating budget over \$5M and complement of 50 positions encompassing a variety of curatorial, education, and skilled-trades professionals. The Director will oversee a \$50M renovation of the Museum building, the largest investment in the Commonwealth's flagship Museum since its construction in 1964. This project will be the framework for the reconceptualization of more than 50,000 sf of exhibit space, over half of the museum's standing galleries. These renovations will require the Director to reimagine how to deliver on the expectations of a 21 st century visitor experience. This position will also serve as the public face of the commonwealth's official history museum and is responsible for increasing visitation, elevating the State Museum's visibility, and strengthening its public impact with audiences. Existing recruiting methods have been unsuccessful, and there is not a current state ITQ for specialized recruitment. Therefore, PHMC proposes working with specialized vendor with national reach and a specialization in the cultural space to successfully recruit a candidate who will meet the unique needs of the Museum. This vendor will bring expertise in recruitment within the museum world, have a wide range of contacts in the cultural sector and provide a sufficiently deep candidate pool for successful recruitment.
2. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If yes, please explain.	N/A
3. How has the material or service been procured in the past?	General recruitment is handled through the Office of Administration, Human Resources, General Government Delivery Center. A request for alternative recruitment has been reviewed and approved by the Office of Administration and Governor's Office.
4. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please provide additional detail.	N/A

5. What are the consequences of not approving this procurement?	Candidates will be less well-matched to the specific requirements of the Museum Director position, resulting in an unsuitable pool of applicants. This hiring of a successful candidate is key as the Museum embarks on its major renovation projects, with a significant investment in improvements of more than \$70M by the Commonwealth over the next three years.
6. If timing is a factor, what is the time factor and why?	It is critical to recruit this position by January – March 2026 to coincide with the renovation project.
7. List any other information relevant to the acquisition of the services here or as an attachment.	N/A

When applicable, this completed Sole Source Justification and Determination form shall be posted to PHMC's publicly available website for a period of seven calendar days in compliance with section 106.1 of the Procurement Code (62 P.S. §106.1(b)(5)). No contract for such procurements will be awarded by the PHMC until the expiration of the seven-day posting period.

In accordance with section 515(b) of the Procurement Code, the signature below of the Authorized Approver, or his designee, together with completed Sections A-C above, shall act as the written determination of the head of the Purchasing Agency that the sole source procurement is approved for the reasons set forth herein (62 P.S. §515(b)).

Section D

IMPORTANT: The printed names on this form shall constitute the signatures of these individuals. These individuals have reviewed the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section of the form.

Agency Contact Person (Person to be contacted for additional information, etc.)

Name:	Dave Bohanick	Title:	Director, Mgt. Services	Date:	09/01/2025
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Authorized Approver (as head of the Purchasing Agency and as Contracting Officer)

Approving Authority denotes approval and final determination of the source justification and the cost or pricing data certification.

Name:	Dave Bohanick	Title:	Director, Mgt. Services	Date:	09/01/2025
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Additional Approvals (if required by Agency)

Name:		Title:		Date:	
Name:		Title:		Date:	
Name:		Title:		Date:	