

SOLE SOURCE PROCUREMENT CHECKLIST

Department: **Pennsylvania Human Relations Commission**

Contractor: **Analytic Enterprises LLC**

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 seeks to procure professional analytic, geospatial, and reporting services to convert qualitative data collected during the statewide Beloved Community Listening Tour into a comprehensive statewide deliverable package. The scope includes: Development of 67 county-level statistical and narrative profiles, Creation of GIS visualizations reflecting civil rights and demographic patterns, Production of a draft and final statewide report synthesizing county findings, These deliverables are essential to contextualizing community experiences with civil rights, belonging, discrimination, and opportunity, and to documenting the historic first statewide listening tour conducted by PHRC.**

C) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement. **Analytic Enterprises LLC possesses a unique and non-replicable combination of: Direct prior work with PHRC, Specialized expertise in civil rights-focused qualitative analysis and a deep experience translating community-generated qualitative data into policy-relevant, public-facing reports. Dr. Gregory Seaton has previously conducted GIS mapping research at the University of Pennsylvania and has provided PHRC-specific training and evaluation services. The contractor's familiarity with PHRC's mission, Beloved Community framework, and trauma-informed narrative methodologies makes substitution by another vendor impractical and inefficient. Replicating this level of subject-matter expertise, institutional knowledge, and methodological alignment through a competitive process would risk dilution of the findings and compromise the integrity of the final statewide report.**

D) What research has been done to verify the contractor as the only known source? **NPHRC has prior documented experience working with Analytic Enterprises and has verified that no other known vendor offers the same integrated combination**

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? **N/A**

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. This specific statewide analytic and reporting engagement has not been previously procured. It is a new initiative arising from the completion of the Beloved Community Listening Tour.

J) What are the consequences of not procuring this specific supply or service item? PHRC would be unable to Fully document and analyze the statewide Beloved Community Listening Tour, Translate community input into actionable, data-informed insights, Produce a public-facing report that reflects PHRC's civil and human rights mandate. Failure to procure these services would result in a lost opportunity to leverage a historic statewide engagement effort and to inform future policy, outreach, and enforcement initiatives.

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. This procurement represents a programmatic analytic engagement, not a sponsorship or event-based service. All deliverables are structured to support PHRC's statutory mission, transparency, and public accountability.

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

Carrie Simmons, Executive Procurement 29.2026

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