

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: President and Fellows Of Harvard College d/b/a Harvard University - Executive Education

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 requested service is a specialized executive education training program offered exclusively by Harvard Kennedy School Executive Education. The many programs is proprietary to Harvard Kennedy School and is not available through any other institution or vendor. The service requested is enrollment in the Harvard Kennedy School Executive Education programs throughout the 2026 Year calendar. The program provides executive-level leadership training focused on public service leadership, policy, governance, and organizational effectiveness.

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

This program is uniquely designed, branded, administered, and delivered by Harvard Kennedy School Executive Education. Curriculum content, faculty, certification, and program structure are proprietary and exclusive to Harvard University. No comparable program with equivalent content, credentialing, or institutional authority exists outside of Harvard Kennedy School.

D) What research has been done to verify the contractor as the only known source?

The program is advertised, administered, and invoiced directly by Harvard Kennedy School Executive Education. Admissions, enrollment, curriculum, and billing are controlled solely by Harvard University, confirming it as the only known source.

E) Does the contractor have any distributors, dealers, resellers, etc., that sell the supply, service, or construction item? No. Harvard Kennedy School Executive Education delivers this program directly and does not utilize distributors or resellers.

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,

This is a one-time training enrollment. No additional upgrades, services, or future procurements are anticipated as a result of this procurement.

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 is an initial procurement for this specific program.

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

The employee will be unable to attend the Harvard Kennedy School Executive Education program, resulting in the loss of a professional development opportunity aligned with leadership development and public service advancement..

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

The need for procurement was identified upon receipt of the official acceptance notification and invoice from Harvard Kennedy School Executive Education. On top of Budget Impasse and Agency transitioning.

L) If timing is a factor, who established the time frame and why?

The program schedule and payment deadlines are established by Harvard Kennedy School Executive Education as part of their admissions and enrollment process.

M) What are the consequences of not procuring this specific service within the established time frame?

Failure to complete procurement and payment within the required timeframe may result in forfeiture of the participant's enrollment and inability to attend the program.

N) List any other information relevant to the acquisition of this service. Harvard Kennedy School Executive Education requires payment prior to program attendance. As a Commonwealth agency, PHRC must establish a fully executed contract and purchase order before payment can be made.

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

Carrie Simmons Executive Procurement officer c/o Chad D. Lassiter, MSW Exec. Director

Carrie Simmons

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