

## SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: **Twelfth Street Hotel Associates LLC, Twelfth Street Hotel Associates LP d/b/a Lowes Philadelphia Hotel**

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 Loews Philadelphia Hotel provides a unique venue capable of accommodating the scale, prestige, and operational needs of PHRC's 70th Anniversary Gala. Unique features include: A large ballroom and meeting space capacity sufficient to host a large-scale formal gala event. A centralized location in downtown Philadelphia, accessible for statewide attendees, elected officials, partner organizations, and community stakeholders. The ability to provide integrated event services, including catering, audiovisual support, staging, and event coordination within one facility. Established capacity to host government, nonprofit, and large-scale public events requiring security, accessibility, and professional accommodations.**

C) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement. **N/A This procurement is for event venue and hospitality services, which are not tied to existing agency equipment or inventory.**

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? **This procurement is a one-time event procurement for the PHRC 70th Anniversary Gala. No ongoing contractual obligations or future procurements are anticipated as a result of this purchase.**

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? **Failure to secure a suitable venue within the required timeframe could: Delay or cancel the PHRC 70th Anniversary Gala, Prevent the agency from hosting a statewide commemorative event recognizing PHRC's civil rights legacy. Securing the Loews Philadelphia Hotel ensures the event can be conducted in a professional and accessible venue capable of hosting the planned program.**

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. **The PHRC 70th Anniversary Gala represents a significant milestone in the agency's history, celebrating decades of advancing civil rights and equal opportunity in Pennsylvania. The selected venue provides the appropriate capacity, accessibility, and hospitality infrastructure required to successfully host this commemorative event.**

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

Carrie Simmons Executive Procurement Specialist 3.13.2026

Chad Dion Lassiter, MSW *Chad Dion Lassiter MSW*

**Title:** Executive Director, PHRC **Phone No.**

717-965-7713 **Date:** 3.13.2026

Posted by Amanda Brothman on 3/16/2026 3:30 p.m.