

SOLE SOURCE PROCUREMENT CHECKLIST

Department: **Pennsylvania Human Relations Commission**

Contractor: **National Association For the Advancement of colored people 2346 Philadelphia Branch**

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 programmatic services from the NAACP Philadelphia Branch to support two civil rights-focused initiatives: Youth Voter & Civic Engagement Initiative and Education & Equity Programming Initiative. These services advance PHRC's statutory mission through public education, civic participation, community outreach, and civil rights awareness consistent with Commonwealth compliance requirements.**

C) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement. **The NAACP Philadelphia Branch possesses a singular combination of civil rights expertise, historical authority, community trust, and operational capacity that cannot be replicated through a competitive procurement process.**

Its direct involvement in civil rights advocacy, voter engagement, education equity, and community-based programming aligns precisely with PHRC's mission, vision, and enforcement framework. The proposed services are grounded in the NAACP's original scholarship, lived experience, institutional knowledge, and community relationships, making substitution by another provider impractical and ineffective.

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 is a discrete programmatic engagement. No additional upgrades, extensions, or follow-on services are anticipated beyond the scope of this 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 This is a programmatic partnership engagement structured to meet current agency needs.

J) What are the consequences of not procuring this specific supply or service item? **PHRC would be unable to support the identified civil rights education, civic engagement, and equity initiatives, resulting in a missed opportunity to advance public education, community outreach, and mission-aligned programming.**

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 engagement is structured as a programmatic partnership, not a sponsorship or charitable contribution. Any incidental event access or tabling associated with the Freedom Fund Gala does not constitute consideration for payment and is not the primary purpose of the procurement.**

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

Carrie Simmons, Executive Procurement 2.4.2026

717.783.8886 *Carrie Simmons*

Chad Dion Lassiter, MSW *Chad Dion Lassiter MSW*

Title: Executive Director, PHRC Phone No. 717-965-7713

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