

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: **Analytic Enterprises, LLC. SAP Vendor # 163101**

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 it's function:

The PHRC is seeking an analytic evaluation firm to conduct a comprehensive evaluation focused on racial equity. Analytic Enterprises, LLC will develop a clear logic model and produce the Beloved Community Tour Report, which includes conducting training for PHRC field staff. The training will offer an in-depth analysis of Critical Race Theory, educational policy, and their implications for equity-centered work throughout the Commonwealth.

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

Analytic Enterprises, LLC possesses unique expertise in racial equity evaluation, Critical Race Theory, and policy analysis specific to civil and human rights enforcement. The firm has a proven track record with PHRC, having previously delivered impactful training focused on themes such as implicit bias, structural racism, privilege, and coping strategies across various contexts. Additionally, they are developing a landscape analysis of educational career pathways across the state. Their deep familiarity with PHRC's mission and structure ensures seamless integration, consistent quality, and a tailored approach; precluding the need for competitive procurement.

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? 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 procure this specific service from Analytic Enterprises, LLC would significantly delay the development and delivery of the Beloved Community Tour Report, a key component of PHRC's statewide racial equity and social justice initiative. It would also disrupt continuity and compromise the quality of the evaluation, as other vendors would lack the contextual understanding, prior engagement with PHRC, and subject-matter expertise required to meet the project's goals. The result would be a loss of time, efficiency, and impact in advancing PHRC's mission.**

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

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Posted by Amanda Brothman 6/5/2025 2:30 p.m.