

SOLE SOURCE PROCUREMENT CHECKLIST

Department: Pennsylvania Human Relations Commission

Contractor: **GovExec Holdings LLC DBA City and State PA LLC**

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.

We are requesting promotional services from City & State for PHRC's participation in the Forty Under 40 Awards event. This includes the development and delivery of a customized sponsorship package featuring promotional branding, social media exposure, event recognition, digital ads, and inclusion in campaign materials. These services will enhance PHRC's public visibility and engagement with statewide partners by recognizing agency leadership in a high-profile setting.

C) Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement. *City & State is the sole provider and publisher of the Forty Under 40 Awards and related media campaign. This opportunity is exclusive to City & State and includes proprietary promotional services such as inclusion in their digital and print publications, targeted First Read PA ads, and official recognition during the event. These features are not available through any other vendor or media outlet, making this a non-competitive, sole-source procurement. The unique branding, reach, and recognition provided through City & State's established platform are essential to PHRC's strategic engagement and visibility objectives, and no comparable alternatives exist within the Commonwealth's vendor network.*

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?

The services will not occur.

J) 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.

N/A

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

/s/

Chad Dion Lassiter MSW

Carrie Simmons

Chad Dion Lassiter, MSW

Title: PHRC Executive

Director, Date: 6.9.2025

Carrie Simmons

Executive Procurement Officer

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Posted By Amanda Brothman 6/10/25 4:00 p.m.