

SOLE SOURCE PROCUREMENT CHECKLIST

Department: **Pennsylvania Human Relations Commission**

Contractor: **Dr. Howard Stevenson**

Agency Purchase Requisition No. _____

A) Reason(s) for Sole Source Procurement:

☒ X

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.

☒ X

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 requested service is for Dr. Howard Stevenson to serve as the keynote speaker for the PHRC and Healing and Justice conversation. Dr. Stevenson will deliver an address that integrates research-based strategies, culturally responsive approaches, and real-world applications in addressing racial conflict, bias, and collective healing. His role will be central to the event's purpose of fostering dialogue, promoting understanding, and advancing the PHRC's mission to uphold civil rights and equity across Pennsylvania.

C) **Describe the unique features/compatibility of the supply, service or construction item that precludes competitive procurement.** Dr. Howard Stevenson is a nationally recognized expert in racial literacy, culturally responsive interventions, and conflict resolution. His extensive body of work and scholarship, including his role as the Constance Clayton Professor of Urban Education and Professor of Africana Studies at the University of Pennsylvania, uniquely qualify him to address the specialized themes of this event. **No other known speaker combines:** Over three decades of clinical and academic expertise on racial literacy and healing-centered engagement. A direct connection to Philadelphia's civic, educational, and advocacy communities. Prior collaborative work with community organizations, law enforcement, and educational institutions on issues directly aligned with the PHRC's mission. Dr. Stevenson's subject-matter expertise and credibility are critical to attracting the intended audience, ensuring engagement, and achieving the program's impact goals. Selecting a different speaker would compromise the thematic alignment, credibility, and expected outcomes of the event.

D) **What research has been done to verify the contractor as the only known source?** The Executive Director knows the benefits of this vendor for the proposed project's objectives. His prior collaborations with leading civil rights organizations, coupled with his reputation in both scholarly and community settings, further support the determination that competitive procurement is neither feasible nor in the best interest of the agency for this event.

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 has been 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 presentation cannot occur without this specific vender because his intellectual insights are unique to him.

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.

N/A

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

Chad Dion Lassiter MSW

Carrie Simmons

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Date: 8.11.2025

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Posted by Amanda Brothman Jumper 8/11/2025 5:15 p.m.