

**OFFICE OF ATTORNEY GENERAL  
SOLE SOURCE PROCUREMENT JUSTIFICATION FORM**

In accordance with the **Administrative Manual Policy, "Procurement of Services", Section VII. Sole Source Procurement of Services**, this form must be completed and submitted for approval prior to submitting an SRM shopping cart. At least one of the conditions listed below must exist to authorize sole source procurement. A copy of the signed, approved Sole Source Procurement Justification Form must be attached to the SRM shopping cart.

<b>Requesting Office</b>	Criminal Division		
<b>Vendor Name</b>	HD Forensics, LLC	<b>SAP Vendor No</b>	548693
<b>Brief Description of Service</b>	Conduct the Coroners' Course of Instruction		
<b>Estimated Amount</b>	<b>\$0.00 (\$1,525 tuition charged to participants)</b>		
<b>Requesting Office Approval</b>	<i>Christopher Schmidt</i>	<b>Date</b>	10/31/2022
<b>Director of HR &amp; Office Services</b>	<i>Shari L. McHaw</i>	<b>Date</b>	11/4/2022
<b>Legal Review</b>		<b>Date</b>	11/04/2022

**Please check all that apply:**

(Note: The sole source request is required to be posted on the OAG website for public inspection and comment for 7 calendar days if any of the bolded categories below are selected.)

- The service is only available, or must be obtained from a single contractor.**
- A Federal or State statute or Federal Regulation exempts the service from the competitive procedure.**
- 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.
- 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 for services is in the best interest of the Commonwealth.**

**Justification:**

The Coroners' Education Board was created in the Office of Attorney General pursuant to 16 P.S. § 9525.1. The Coroners' Education Board is required to establish a course of instruction which shall be given to all coroners. 16 P.S. § 9525.2(a). This Course must be offered before December 31<sup>st</sup> of each year. This course had previously been offered by an instructor through a contract between the Office of Attorney General and Mercyhurst University. The contract with Mercyhurst University naturally expired.

No Commonwealth funding will be paid under this contract. Tuition is set by the Coroners' Education Board. 16 P.S. § 9525.2(g). The tuition is paid by the participants and reimbursed by the appropriate County. 16 P.S. § 9526.6. The tuition will be collected by the Office of Attorney General to be paid to the vendor under this contract.

The Office of Attorney General is seeking to award a contract with the incumbent instructor's current employer, HD Forensics, LLC based on this sole source justification. 62 Pa. C.S.A § 515(a)(4)&(10) provides that a contract may be awarded for a service without competition if it is clearly not feasible to award the contract for services on a competitive basis or the contract is in the best interest of the Commonwealth. It is not feasible to award this contract on a competitive basis because the Coroners' Education Board is statutorily required to offer the course before the end of the year. Seeking a new vendor would require that vendor to develop a new course and examination and there is not sufficient time before the end of the year to allow for such development. It is in the Commonwealth's best interest to allow the incumbent instructor to present the current course in December 2022 while the Office of Attorney General reviews options for the course for next year.