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#### **Department of General Services**

# Emergency Procurement ("EP") Approval Request

#### **Bureau of Procurement**

If either of the following two conditions exist, an EP is not required and should not be requested:

- 1. Material / Service available from DGS statewide contract.
- 2. Estimated Cost of the Material / Service is within the Small, No-bid Procurement threshold identified in the Procurement Handbook, Part I, Chapter 7.

Agency requests approved to proceed with an emergency procurement under Section 516 of the Commonwealth Procurement Code (62 Pa. C.S. §516).

## Requesting Agency Information

Agency/Bureau:	Departmen	Department of Human Services "prior DPW"				
Contact Person:	William M.	William M. Spiker				
Contact Address:		625 Forster Street Room 402 Harrisburg PA 17120				
Contact Tel#:	717-214-81	717-214-8104				
Contact Email:	wspiker@p	wspiker@pa.gov				
Description Of	Interqual Software					
Material (or) Service	пт					
(or) IT						
SAP Material Groups:	Software fc	Software for Office of Medical Assistance Programs Fee for Service Programs				
Estimated \$ Amount:	180,000	180,000				
Length of EP:	90 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17120

### Basis for the Emergency Purchase

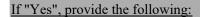
Threat to public health, welfare, or safety

#### Identify the Threat:

Provide a brief explanation of the need for the material and/or service:

State the consequence if the procurement is not done on emergency basis:

Indicate whether approval was obtained from DGS.



Yes a. Name of person granting approval:

b.Date of approval:

Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods

☑ No

NOTE: Verbal approval will not be provided for this basis. Agency cannot proceed with emergency procurement until this form is completed and approved by DGS.

Identify the Circumstances:	This is for an existing software maintenance renewal. Terms and conditions took much longer than anticipated. Negotiations began in January.
Why are those circumstances outside of the control of Agency?	T's can and C's were just finalized.
Provide a brief explanation for the urgent need:	Software expires June 30, 2016

## Information Required

#### For ALL EP's provide the following information:

Brief description of selection process:		Sole Source Approval Granted for Interqual Software			
	Name:	McKesson Technologies INC DBA McKesson Health Solutions			
Full supplier information (if known at time of submission of form)	Address:	22423 Network Place, Chicago, IL 60673-1224			
	Telephone #:	857-231-6965			
	SAP Vendor#:	379651	Total Amount		

For EP's that are NOT a threat to public health, welfare, or safety, provide the following information

Include a list of the solicited suppliers, their contact information, and their quotations:	McKesson
Funds have already been encumbered for this request (Yes/No):	$\Box Yes$ $\boxed{V} No$
If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)	Sole Source 4400013191

NOTE: If any Agency only intends to solicit a quote from one supplier, the following section, "Supplemental Single Source Information" must be completed

### Supplemental Single Source Information Required

This section of the EP APPROVAL REQUEST Form is only required to be completed if the following is applicable:

 Category of Emergency is due to "Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods."
 It is not practical for the agency to obtain two or more quotes.

prov plea blar	nly a single supplier capable of viding the material or services? If Yes, use explain. If not applicable, leave uk and respond in the next block.	yes,it is a proprietary softward only McKesson can provide
two	lain why it is not practical to obtain or more quotes for this emergency curement.	see above
	ning is a factor, what is the time factor why? If yes, please explain.	contract expires 6/30/2016
	there compatibility requirements or pliance requirements? If yes, please ain.	no
	one of the following must be checked. In	rocurement is to prevent a lapse in contracted services, clude status of the new contract/purchase and note any s of the emergency procurement.
	To extend a current contract with the current contractor to prevent a lapse in contracted services.	
V	To bridge a gap between an expiring contract and a new contract by allowing the new contractor to begin work before the new contract is fully	new Contract routing through approval process, currently at Comptrollers
	To authorize a supplier, who has been properly selected through one of the methods of award, to begin work before the new contract is fully executed because the agency needs the services immediately and cannot wait until full execution of the	
	If none of the above is applicable, explain how the emergency supplier was selected.	

## Agency Approvals

IMPORTANT\*:The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section

Requesting Authority (Agency Head or Designee reviewing and approving this request) Requesting Authority signature connotes concurrence with the Agency EP request to procure the material and/or service

Title:	Director, Division of Procurement and Contract M		
Signature:	William M. Spiker	Date:	06-29-16