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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 Spi	William Spiker				
Contact Address:		625 Forster Street Room 402 Harrisburg PA 17105				
Contact Tel#:	717-214-8′	717-214-8104				
Contact Email:	wspiker@pa.gov					
Description Of Material (or) Service (or) IT	Service	Technical Assistance for the Office of Mental Health and Substance Abuse Services				
SAP Material Groups:	Technical Assistance for the Office of Mental Health and Substance Abuse Services					
Estimated \$ Amount:	1,669,800					
Length of EP:	1 Year					
Delivery Location:	City	harrisburg	State	Pennsylvania	ZipCode	17105
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Basis for the Emergency Purchase

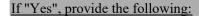
Threat to public health, welfare, or safety

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:	New intiatives in the Governor's budget made it necessary to cancel prior RFP and generate a new RFP to include those services
Why are those circumstances outside of the control of Agency?	Those changes came about during negotiations.
Provide a brief explanation for the urgent need:	To continue current services uninterrupted.

Information Required

For ALL EP's provide the following information:

Brief description of sele	ction	Prior RFP to select new offeror cancelled. New RFP being drafted.		
process:				
	Name:	Mercer Health and Benefits		
Full supplier information (if known at time of submission of form)	Address:	2325 East Camelback Road, Suite 600, Phoenix, AZ 85016		
	Telephone #:	602-522-6500		
	SAP Vendor#:		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:	Current Supplier
and their quotations:	
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)	RFP currently being drafted.

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	nly a single supplier capable of viding the material or services? If Yes, se explain. If not applicable, leave ik and respond in the next block.	No		
two	lain why it is not practical to obtain or more quotes for this emergency curement.	Would cause interruption and disruption of services without a proper transition.		
	ning is a factor, what is the time factor why? If yes, please explain.	To allow for most effective provision of services.		
	there compatibility requirements or pliance requirements? If yes, please ain.	N/A		
	one of the following must be checked. In	procurement is to prevent a lapse in contracted services, aclude status of the new contract/purchase and note any s of the emergency procurement.		
V	To extend a current contract with the current contractor to prevent a lapse in contracted services.	To allow for a new competitive procurement to take place.		
	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			
	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:	Division Director, Procurement and Contract Man		
Signature:	William M. Spiker	Date:	09-15-16