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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:	Nikki Koser	Nikki Koser				
Contact Address:		8 Opportunity Drive Loysville PA 17047				
Contact Tel#:	717-789-55	717-789-5508				
Contact Email:	nkoser@pa.gov					
Description Of Material (or) Service (or) IT	Service	Service Emergency Hospital Services needed to ensure health and safety for residents of the facility.				
SAP Material Groups:	85000000					
Estimated \$ Amount:	10,000.00					
Length of EP:	90 Days					
Delivery Location:	City	South Mountain	State	Pennsylvania	ZipCode	17261

### Basis for the Emergency Purchase

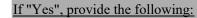
Threat to public health, welfare, or safety

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:	Current contract expires 9/30/16.
Why are those circumstances outside of the control of Agency?	Procurement is waiting on documentation to complete the contract process.
	We need to continue with hospital services in order for our residents to be seen emergently.

# Information Required

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

Brief description of selection	ction	Current contracted vendor.		
process:				
	Name:	Chambersburg Hospital		
Full supplier information (if known at time of submission of form)	Address:	112 N 117 Street		
Telephone #:		717-267-3000		
	SAP Vendor#:	116662	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: Funds have already been	□ <u>Yes</u>
encumbered for this request (Yes/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)	

 $\checkmark$ 

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.

providing the material or services? If Yes,			
please explain. If not applicable, leave			
blank and respond in the next block.			

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

If timing is a factor, what is the time factor and why? If yes, please explain.

Are there compatibility requirements or compliance requirements? If yes, please explain.

NOTE: If the purpose of the emergency procurement is to prevent a lapse in contracted services, one of the following must be checked. Include status of the new contract/purchase and note any special conditions of the emergency procurement.

V	To extend a current contract with the current contractor to prevent a lapse in contracted services.	Procurement is awaiting documentation to complete the contract process.
	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:	Purchasing Agent 4		
Signature:	Daniel R. Boyd	Date:	09-28-16