

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:	Department of Revenue					
Contact Person:	Jim Sawyer					
Contact Address:	1200 Fulling Mill Rd Middletown PA 17057					
Contact Tel#:	717-702-8083					
Contact Email:	jasawyer@pa.gov					
Description Of Material (or) Service (or) IT	Service	CPA services for Lottery drawings				
SAP Material Groups:	Audit Services 84111600					
Estimated \$ Amount:	42,500					
Length of EP:	60 Days					
Delivery Location:	City	Middletown	State	Pennsylvania	ZipCode	17057

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.

If "Yes", provide the following:

☐ Yes

a. Name of person granting approval:

☒ No

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

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 EPO is needed to bridge the gap through the approval process of an existing IFB that was just completed.

**Why are those
circumstances outside of
the control of Agency?**

There were delays that pushed back the IFB process, and now we must wait on numerous approvals for the new vendor which will not be completed by 11/24/16, which is the last day of the existing contract.

**Provide a brief explanation
for the urgent need:**

To perform all PA Lottery drawings we must have CPAs present at every event. Without this extension, we would lose massive amounts of revenue due to the loss in sales not being able to have our drawings would create.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Use of existing vendor

**Full supplier
information
(if known at time of
submission of form)**

Name:

Ackroyd and Associates

Address:

600 Bent Creek Blvd. Suite 160, Mechanicsburg, PA 17050

Telephone #:

717-802-1821

SAP Vendor#:

319556

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:**

N/A

**Funds have already been
encumbered for this request
(Yes/No):**

☒ 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)**

N/A

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:

- 1. 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."***
- 2. It is not practical for the agency to obtain two or more quotes.***

Is only a single supplier capable of providing the material or services? If Yes, please explain. If not applicable, leave blank and respond in the next block.

Yes, as the existing supplier they are solely qualified to provide the services needed until the new vendor and contract can be approved.

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

No other supplier possesses the required knowledge.

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

Our current contract with this supplier expires on 11/24/16, but that will not leave enough time for our new contract with the winning supplier to be approved.

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

Yes, these services are required by PA Lottery law and must be carried out.

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.

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To extend a current contract with the current contractor to prevent a lapse in contracted services.

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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

Our current supplier, Ackroyd and Associates, contract ends on 11/24/16. On our recently completed IFB they were not the low bidder, thus they will not receive a new contract. The approval process for our new supplier will not allow enough time to get them in place before the expiration of the current contract.

☐

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:

Deputy Director of Security

Signature:

Jim Sawyer

Date:

10-17-16