

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 Corrections					
Contact Person:	Jodie White					
Contact Address:	1920 Technology Parkway, Mechanicsburg PA 17050					
Contact Tel#:	717-728-5300					
Contact Email:	jodwhite@pa.gov					
Description Of Material (or) Service (or) IT	Service	Pharmacy Services				
SAP Material Groups:	73101700					
Estimated \$ Amount:	49000000					
Length of EP:	9 months or until implementation of a new contract is completed.					
Delivery Location:	City	Mechanicsburg	State	Pennsylvania	ZipCode	17050

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:

.The services to be provided under this EP are critical to the operations of the DOC and to the health and welfare of its inmates. The DOC, with the assistance of DGS, is currently in the process of finalizing a new RFP for pharmacy services and plans to have the new RFP released by December 1, 2016. The creation of the RFP was delayed due to new programs that affect the pharmacy services being implemented. In addition to the development of the RFP, DOC and DGS explored cooperative purchasing options which required extensive data gathering and analysis. After determining that it was in the best interest of the Commonwealth to move forward with the RFP, DOC and DGS are now taking actions to finalize the RFP, which includes a vendor forum to obtain vendor feedback on certain outstanding issues in the RFP. Granting an EP will allow DOC and DGS to finalize the RFP and conduct the procurement for the new contract.

Why are those circumstances outside of the control of Agency?

In addition to the additional research time spent exploring an option for a cooperative purchase, the RFP being drafted is complex and has required additional research and data gathering to ensure that it is complete for all potential offerors. One of these factors has been the implementation of DOC's EMR system which will need to be able to be interfaced with the offerors' prescription management tools. Another factor has been the implementation of new cost savings programs that affect pharmacy services and will need to be maintained by any vendor awarded a contract pursuant to the RFP.

Provide a brief explanation for the urgent need:

.The current contract with Diamond is scheduled to expire Oct. 31, 2016 and the DOC must have a contract in place to procure the necessary medications for inmates. The DOC has no other means of obtaining medicines without a contract in place for its 48,000 plus inmates.

Information Required

For ALL EP's provide the following information:

Brief description of selection process:

The vendor selected holds the current contract for Pharmacy Services

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

Name:	Diamond Drugs Inc. DBA Diamond Pharmacy Services	
Address:	645 Kolter Drive, Indiana, PA 15701	
Telephone #:	724-349-1111	
SAP Vendor#:	147665	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:

The selected vendor holds the current contract and it is not feasible to solicit other vendors for this EP request.

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)

These services are currently being provided under contract 4400007074, which was procured through the RFP process.

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.

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

While other vendors may be capable of providing these services, due to the complex nature and scope of the services to be provided, it is not feasible to select a vendor through a simple procurement process to bridge the gap between the current contract and the one resulting from the new RFP. It is also very difficult to switch vendors for a short period of time.

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

Due to the current contract expiring on Oct. 31st, it is necessary to extend that contract so that services may continue uninterrupted until the earlier of 9 months or contract implementation following award under the new RFP.

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.



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

Contract 4400007074 with Diamond will expire as of October 31, 2016. The DOC is currently working with DGS to release a new RFP for the pharmacy services. In order to put forth an RFP that encompasses the needs of the DOC for pharmacy services, the DOC and DGS are holding a Vendor Forum on November 1, 2016 to gather information from potential suppliers that will be incorporated into the RFP. The RFP shall be released within 30 days after the Vendor Forum.



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: Deputy Sec. for Administration

Signature: Christopher Oppman

Date: 10-17-16