

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:	Beth Procopio					
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050					
Contact Tel#:	717-728-3914					
Contact Email:	blprocopio@pa.gov					
Description Of Material (or) Service (or) IT	Material	Food for the institutions				
SAP Material Groups:	50000000					
Estimated \$ Amount:	300,000					
Length of EP:	60 Days					
Delivery Location:	City	Multiple	State	Pennsylvania	ZipCode	99999

Basis for the Emergency Purchase**Threat to public health, welfare, or safety****Identify the Threat:**

Food is needed to feed inmates and staff. This EP is necessary so that the institutions do not run out of food prior to the implementation of the Aramark contract. This threat was created when current food vendors either short shipping or are not shipping items on current POs, thus creating a shortage of food in the institutions that are at the end of the implementation schedule with Aramark.

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

This EP will allow the institutions to contract directly with Aramark for needed items prior to implementation per the terms of the contract. This will prevent food shortages.

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

If this procurement is not done on an EP basis, constant changes will have to be made to the current contract. Since the contract has to be changed and approved before POs can be entered into system, the procurement of needed food items will be delayed. These delays could potentially create a food shortage in the institutions which can lead to inmate disturbances putting both inmates and staff at risk.

Indicate whether approval was obtained from DGS.

If "Yes", provide the following:

☒ Yes

a. Name of person granting approval:

Jenny Doherty

☐ No

b. Date of approval:

05-19-17

☐ **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:

Why are those circumstances outside of the control of Agency?

Provide a brief explanation for the urgent need:

Information Required

For ALL EP's provide the following information:

Brief description of selection process:

Aramark is the current vendor for supplying food to the DOC institutions.

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

Name:

Aramark Corretional Services LLC

Address:

1101 Market St, Philadelphia, PA 17107

Telephone #:

630-271-2926

SAP Vendor#:

514071

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 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)

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.

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.

☐

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

☐

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:	Chief, Division of Administrative Services	
Signature:	Beth Procopio	Date: 05-19-17