

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 Military and Veterans Affairs | | | | | |
| Contact Person: | David Gibson | | | | | |
| Contact Address: | BLDG 0-47 Fort Indiantown Gap Annville PA 17003 | | | | | |
| Contact Tel#: | 717-861-8320 | | | | | |
| Contact Email: | davgibson@pa.gov | | | | | |
| Description Of Material (or) Service (or) IT | Service | Electronic Security and Surveillance | | | | |
| SAP Material Groups: | 92121504 | | | | | |
| Estimated \$ Amount: | 49166 | | | | | |
| Length of EP: | 60 Days | | | | | |
| Delivery Location: | City | Annville | State | Pennsylvania | ZipCode | 17003 |

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

The current contract was procured federally through United States Property and Fiscal Officer(USPFO). DMVA has been delegated the contract through the MSCA requirements. USPFO was unable to secure an extension to their contract. Due to the total spend of this procurement, a regular purchase order cannot obtain the required signatures in order to keep these security services in place by 1 December.

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

A complete explanation is contained in Sole Source Justification number 30645.

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

System software updates will not be installed and system failures will not be repaired leaving Pennsylvania National Guard facilities, weapons and ammunition at risk for theft and intrusion. Pennsylvania National Guard Military Police personnel will have to be placed on state active duty status to guard effected monitoring points, twenty-four hours a day.

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:

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:

Sole source.

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

Name:

Triguard, Inc.

Address:

1021 Main ST, Avoca, PA 18641

Telephone #:

570-456-0300

SAP Vendor#:

136805

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:

NA

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)

Previously, this was procured federally.

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

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

Sole source number 30645 is approved.

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

Federal contract will expire 30 NOV, 2017.

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

Yes, outlined in Sole Source Number30645

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

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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, Procurement and Contracting

Signature:

Rebecca J Jacovino-Smith

Date:

11-30-17