

## 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 Education					
Contact Person:	Emily Rosenberry					
Contact Address:	333 Market St, 15th Floor Harrisburg PA 17126					
Contact Tel#:	717-787-8037					
Contact Email:	emrosenber@pa.gov					
Description Of Material (or) Service (or) IT	IT	ProQuest SIRS Discoverer - an educational material database for grades 2-8 for Commonwealth students and others in schools and libraries that supplements the online reference library, POWER Library.				
SAP Material Groups:	83121604					
Estimated \$ Amount:	60,000					
Length of EP:	120 days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17101

*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:**

DGS is leading a new POWER Library procurement on behalf of the Department of Education (PDE) that will potentially include services that will supplant the ProQuest product. Although PDE has already exercised the option for a 90-day extension, the new contract will not be ready before the contract expiration of 3/31/2018, so an emergency procurement is needed.

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

DGS is leading this procurement, but the contract negotiations, clarifications, and settling on terms and agreements is taking much longer than expected. The contract will not be finalized and approved before the current deadline.

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

This is a critical research material that enables younger students and other patrons at schools and libraries across the Commonwealth to safely navigate and search relevant topics to enhance their learning experience.

## *Information Required*

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

**Brief description of selection  
process:**

Because we already have a purchase order in place, we are looking to use the same vendor as the current PO (PO#4300532207). By using the preidentified vendor, already in place, it will prevent a lapse in service until the new contract is put in place.

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

Name:	PROQUEST LLC		
Address:	789 E EISENHOWER PKWY, ANN ARBOR, MI 48108-3218		
Telephone #:	800-521-0600		
SAP Vendor#:	333340	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:**

ProQuest has supplied a quote for 120 days.

**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)

Contract: 4400014101  
Previous PO: 4300532207

**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.**

It is unknown whether only one vendor is capable of providing this service, please see the longer explanation below as to why PDE is not seeking other quotations for this work.

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

PDE is trying to prevent a lapse in the service of an existing purchase order. By continuing to use the incumbent vendor it prevents any disruption to learning for the students and other users of this database. If another product would be acquired to cover for the interim between the end of this purchase order and the instatement of a new contract, there would be a detrimental interruption in services despite having the resource available. Librarians, teachers, students, and other users would need to learn a completely new system, only to have to do so again once the new RFP contract is fully executed. The timing of the emergency procurement would further exacerbate the situation as the months of April, May, and June are typically the time when students are working heavily on end of year projects, papers, and the access to a database they can successfully navigate is at its most critical.

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

Yes, Timing is a major factor. By keeping the same vendor for the duration of the emergency procurement, PDE can be assured that there will be no disruption to the education and overall learning of its constituents.

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

If allowed to use the incumbent vendor, there will be no compatibility or compliance requirements that have not been previously addressed.

**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.**

There is an RFP for the new POWER Library database that DGS is currently working to finalize. Depending upon the outcome, the need for this ProQuest SIRS Discoverer database may be incorporated into the new procurement. However, due to unforeseen complications, it is taking much longer than anticipated to select a vendor, negotiate terms and conditions, and put the contract in place; hence the need for this EP.

- ☐ 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**

<b>Title:</b>	Chief Information Officer		
<b>Signature:</b>	Kim Ebert	<b>Date:</b>	03-0-18