

## 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 Human Services "prior DPW"		
Contact Person:	Toni Hoffecker		
Contact Address:	625 Forster Street Harrisburg PA 17120		
Contact Tel#:	717-772-7764		
Contact Email:	thoffecker@pa.gov		
Description Of Material (or) Service (or) IT	Service	As part of the DGS Master Agreement with Temple, ODP utilizes Temple for several tasks and trainings. One of the tasks is for providing Deaf Support Services. Temple is meeting the terms of a lawsuit settlement agreement and the applicable standards and terms set forth in the Harry M Settlement Agreement and provide additional training and technical assistance on alternative and augmentation communication and they also provide Communication Assessment Management services to evaluate the communication needs and make recommendations for addressing the needs of current Consolidated Waiver participants who are deaf and current deaf individuals on the waiting list in accordance with the Harry M Settlement Agreement. Without these services we would not be in compliance with the lawsuit and would open DHS/ODP up to further litigation. They provide an annual Training on to measuring quality, consumer satisfaction and outcomes within the intellectual disability (ID) system quality framework, which is part of our CMS requirements and would impact federal funding.	

SAP Material Groups:	Services					
Estimated \$ Amount:	130,000					
Length of EP:	30 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17120

*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 work is currently being completed through DGS's Master Agreement with Temple. The Contract to begin on 7/1/2018 is not fully completed yet and will not be completed in time for a 7/1/2018 start date.

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

DHS/ODP does not have control over DGS's processes or the length of time for the signature process.

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

The work that Temple provides for DHS/ODP is linked to a lawsuit and CMS requirements which would impact federal funding. The work they do also impacts the health and safety of the individuals served by DHS/ODP.

## Information Required

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

**Brief description of selection process:**

<b>Full supplier information (if known at time of submission of form)</b>	Name:	Temple University		
	Address:	3340 N Broad St., SFC 427		
	Telephone #:	215-707-7547		
	SAP Vendor#:	117671	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)

The work has been preformed through the master agreement with Temple for the past 3 years.

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:	Carrie Thompson	
Signature:	Carrie Thompson	Date: 06-14-18