

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	<p>The Department of Human Services (DHS's) Office of Developmental Programs (ODP) has a responsibility to ensure the health and safety of the individuals it serves. One program used to safeguard health and safety is the Certified Investigator Training Program.</p> <p>The statewide Incident Management process requires certified investigators to conduct civil, regulatory and administrative investigations as specified in Bulletin No 6000-04-01, 55 Pa. CODE CH 6000 and 55 Pa. Code § 51.17. Incident Management and any future revisions made to the aforementioned bulletin or regulations. The incident management processes described in the said statement of policy specifies that civil, regulatory and administrative investigations at the provider, county and State levels are to be conducted by certified investigators. This ensures that all incidents that require an investigation receive a systematic investigation that meets established standards and uses investigatory techniques within the law.</p> <p>ODP will be administering the Certified Investigator Training Program through its Inter-governmental Agreement with Temple University. Temple University will deliver, maintain and make changes to existing training resources and curriculum when requested by ODP for a Certified Investigation Training Program. The Certified Investigator Training Program will include implementation, maintenance, support and ongoing content review and updates.</p>			
SAP Material Groups:	Services				
Estimated \$ Amount:	42,000				
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:

This work has been being completed under DGS's master agreement with Temple that is set to expire on 6/30/2018. The new contract is not through the signature process yet, and will not be completed prior to 7/1/2018.

Why are those circumstances outside of the control of Agency?

DHS/ODP does not have control over DGS contracts or the signature process.

Provide a brief explanation for the urgent need:

These services are required as part of regulations and are required for our providers to be licensed. If there is a lapse provider licenses would be in jeopardy along with federal funding as we would not be in compliance with CMS regulations.

Information Required

For ALL EP's provide the following information:

Brief description of selection process:

These services have been done through DGS's Master Agreement with Temple for the last 3 years.

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

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)

This work was done through DGS's master agreement with Temple. The current PO is: 4300552054

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