

## 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

<b>Agency/Bureau:</b>	Department of Human Services "prior DPW"				
<b>Contact Person:</b>	Kelly Beers				
<b>Contact Address:</b>	160 Main Street Wernersville PA 19565				
<b>Contact Tel#:</b>	610-670-4128				
<b>Contact Email:</b>	kebeers@pa.gov				
<b>Description Of Material (or) Service (or) IT</b>	<b>Service</b>	Crisis Response Training is a team-based, coordinated prevention of or response to behavioral crises which employs an intentional approach to the de-escalation of human behavior to restore emotional equilibrium. Verbal de-escalation techniques are emphasized over physical/hands-on strategies. All physical/hands-on strategies need to incorporate the need of individuals with mental illness and intellectual disability which may include (non-suicidal) self-injurious behaviors. The training program will be implemented to achieve the facility's overall goal of decreasing usage of any physical restraint and eliminating the use of mechanical restraint(s).			
<b>SAP Material Groups:</b>	85000000				
<b>Estimated \$ Amount:</b>	20000.00				
<b>Length of EP:</b>	90 Days				
<b>Delivery Location:</b>	<b>City</b>	Wernersville	<b>State</b>	Pennsylvania	<b>ZipCode</b> 19565

## Basis for the Emergency Purchase



### Threat to public health, welfare, or safety

#### Identify the Threat:

Crisis Response Training is a team-based, coordinated prevention of or response to behavioral crises which employs an intentional approach to the de-escalation of human behavior to restore emotional equilibrium. Verbal de-escalation techniques are emphasized over physical/hands-on strategies. All physical/hands-on strategies need to incorporate the need of individuals with mental illness and intellectual disability which may include (non-suicidal) self-injurious behaviors. The current contract 4400014609 expires on 6/30/18 and has utilized a 3-month extension to 9/30/18. This EP will cover any lapse in service during the ITQ bid process.

<b>Provide a brief explanation of the need for the material and/or service:</b>	The current contract 4400011476 expires on 6/30/18 and has utilized a 3-month extension to 9/30/18. This EP will cover any lapse in service during the ITQ bid process.
<b>State the consequence if the procurement is not done on emergency basis:</b>	These training services are required to ensure the safety of employees and consumers at all state mental health facilities.
<b>Indicate whether approval was obtained from DGS.</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">If "Yes", provide the following:</div> <input type="checkbox"/> <b>Yes</b> a. Name of person granting approval: <input checked="" type="checkbox"/> <b>No</b> b. Date of approval:

☐

<b><i>Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods</i></b>
<b>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.</b>

<b>Identify the Circumstances:</b>
<b>Why are those circumstances outside of the control of Agency?</b>
<b>Provide a brief explanation for the urgent need:</b>

## *Information Required*

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

<b>Brief description of selection process:</b>	Current Contract 4400014609		
<b>Full supplier information (if known at time of submission of form)</b>	Name:	FEI Behavioral Health Inc	
	Address:	648 N Plankinton Ave. Ste 425, Milwaukee WI 53203	
	Telephone #:	414-359-6525	
	SAP Vendor#:	404495	Total Amount

***For EP's that are NOT a threat to public health, welfare, or safety, provide the following information***

<b>Include a list of the solicited suppliers, their contact information, and their quotations:</b>	FEI Behavioral Health Inc. 414-359-6525
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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 service will be bid out for the new contract. Current Contract 4400011476, Current PO 4300552871.

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.

This service will be bid out for the new contract. Current Contract 4400011476, Current PO 4300552871.

☐ 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

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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**

<b>Title:</b>	Division Director	
<b>Signature:</b>	William Spiker	<b>Date:</b> 08-17-18