

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:	Office of Administration (under Governor's Office)					
Contact Person:	Reid Walsh					
Contact Address:	613 North Street, Room 506 Finance Building Harrisburg PA 17120					
Contact Tel#:	717-787-8191					
Contact Email:	rwalsh@pa.gov					
Description Of Material (or) Service (or) IT	Service	Consulting Services				
SAP Material Groups:	80101600					
Estimated \$ Amount:	245000					
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:

2018 Act 71, enacted from SB 1037 on June 28, 2018 amended Title 71 (State Government) of the Pennsylvania Consolidated Statutes, which transferred all the administrative functions of the recruit to hire process to the Office of Administration. § 2203(b), effective immediately, addresses temporary regulations that the Office of Administration may promulgate to prompt implementation.

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

Act 71 requires that the Office of Administration assume responsibility for the recruit-to-hire functions currently performed by the State Civil Service Commission on March 28, 2019, and allows the Office of Administration to adopt temporary regulations to ensure prompt implementation of the Act. One of the main objectives of the legislation was to modernize and streamline civil service hiring. In order to inform the development of the regulations and ensure a modern and streamlined civil service hiring process at implementation, technical assistance is required to develop procedures related to experience and training examination processes.

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

An increased use of evaluations of experience and training as the method of examination for civil service positions will result in a significantly streamlined and less costly recruit-to-hire process. Engaging consulting resources as soon as possible to assist in the development of procedures for the conversion of written exams to evaluations of experience and training will allow for the required prompt implementation of Act 71. The scope of work includes both an assessment of the current exam conversion process and the design of the new, streamlined exam conversion process.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Consulting firms that have experience working with public sector human resource processes and with the Commonwealth of Pennsylvania were asked to provide a statement of work if the company was able to meet the compressed timeframe.

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

Name:

Accenture LLP

Address:

One Commerce Square, 2005 Market Street, #1500 Philadelphia, PA 19103

Telephone #:

SAP Vendor#:

170276

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:

See Description of Selection Process

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)

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.

Consulting firms that have experience working with public sector human resource processes and with the Commonwealth of Pennsylvania were asked to provide a statement of work if the company was able to meet the compressed timeframe.

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

2018 Act 71, enacted from SB 1037 on June 28, 2018 amended Title 71 (State Government) of the Pennsylvania Consolidated Statutes, which transferred all the administrative functions of the recruit to hire process to the Office of Administration.
§ 2203(b), effective immediately, addresses temporary regulations that the Office of Administration may promulgate to prompt implementation.

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:

Deputy Secretary OA - Office of Human Resources

Signature:

Reid Walsh

Date:

10/02/2018