

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 State				
Contact Person:	Sara Roadcap				
Contact Address:	308 North Office Building Harrisburg PA 17120				
Contact Tel#:	717-425-5446				
Contact Email:	sarroadcap@pa.gov				
Description Of Material (or) Service (or) IT	Service	Pharmacy Peer Assistance Program			
SAP Material Groups:	80101604 - Project Administration				
Estimated \$ Amount:	\$32,500.00				
Length of EP:	90 Days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17120

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	The current contract expired on September 30, 2018. Both parties failed to renew contract with a one-year renewal option before the expiration date.
Provide a brief explanation of the need for the material and/or service:	This program will assist in the fulfillment of the Bureau's mandate to protect the health and safety of the citizens of the Commonwealth from pharmacists who are unable to practice their licensed profession with reasonable skill and safety to patients by reason of illness, addiction to drugs or alcohol, or mental impairment.
State the consequence if the procurement is not done on emergency basis:	The Department is currently without a contract for these services. According to the Pharmacy Act, the Department is mandated to provide these services to insure the health and safety of the citizens of Pennsylvania.

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:

Why are those
circumstances outside of
the control of Agency?

Provide a brief explanation
for the urgent need:

Information Required

For ALL EP's provide the following information:

Brief description of selection
process:

Request for Proposal

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

Name:

SARPH

Address:

258 WOLFE LN, ERWIN, PA 15642-9802

Telephone #:

484-802-0951

SAP Vendor#:

134248

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:

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.

Yes, SARPH has provided these services to the Department for many years. Three years ago when the last RFP was issued, SARPH was the only vendor to submit a proposal.

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

The program is already in place with SARPH, and due to the complexity of the program, it is not feasible to switch to a new vendor for a short period of time.

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

According to the Pharmacy Act 63 P.S. §§ 390-1-390-13, this program assists in the fulfillment of the Bureau's mandate to protect the health and safety of the citizens of the Commonwealth from pharmacists who are unable to practice their licensed profession with reasonable skill and safety to patients by reason of illness, addiction to drugs or alcohol, or mental impairment.

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

The contractor must have specialized knowledge and experience in providing peer assistance and monitoring services to health care professionals, including pharmacists. The contractor must also have a working knowledge of the Pharmacy Act, 63 P.S. §§ 390-1-390-13. At a minimum, contractor's proposed staff shall include at least one individual with a bachelor's degree (Master's degree preferred) in chemical dependency, sociology, social welfare, psychology, pharmacy, nursing or a related field; and who shall be credentialed in addiction counseling.

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

Purchase Order No. 4300473812 expired on September 30, 2018. A new RFP will be issued through Jaggaer as soon as possible.

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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

Title:	Acting Secretary
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Signature:	Robert Torres
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Date:	10/05/2018
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