

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:	Donald Bush					
Contact Address:	2150 Herr Street Harrisburg PA 17103					
Contact Tel#:	717-703-2779					
Contact Email:	dbush@pa.gov					
Description Of Material (or) Service (or) IT	IT	IT Vendor Services				
SAP Material Groups:	Consulting Services - IT General / Software Development Services					
Estimated \$ Amount:	90,000					
Length of EP:	60 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17103

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 original vendor contract ended on January 31, 2018. A 90 day EP (11626) was approved to allow for amendment of the original sole source contract. EP 11626 ended on 4/30/2018. OA Legal is requiring that the sole source be handled as a new contract. A 6 month EP (12043) for the period 5/1/2018 - 10/31/2018 is currently in place. We are not able to get all approvals by 10/31/2018. General Services has recommended a 60 day EP. This new EP will allow vendor services to continue during the sole source approval process.

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

Cannot get all approvals through defined workflow by 10/31/2018.

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

The Department of Health & Department of Drug and Alcohol Programs are the sole Commonwealth agencies charged with ensuring that nursing homes, hospitals, acute and ambulatory care facilities, home health agencies, intermediate care facilities and drug & alcohol treatment facilities provide quality care for patients/residents via state licensure legislation and federal certification requirements. SAIS is currently the sole application that allows survey staff to efficiently complete the various functions. If this emergency procurement is not approved, there will be no technical support for the system and Federal/State mandated activities would be impacted if there is an issue.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

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

Name: Alpine Technology Group, Inc.

Address: 1920 Pike Road, Longmont, CO 80501

Telephone #: 303-774-0100

SAP Vendor#: 171487

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:**

No other vendors solicited.

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)

Original Contract Number is 4400010622.
The current service is under a Emergency Procurement 12043 using split base PO's 4300585068 and 4300585069.

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. The core code of both the ASPEN system and SAIS system is proprietary to Alpine Technologies; therefore, Alpine is the only vendor that can complete this work.

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

The core code of both the ASPEN system and SAIS system is proprietary to Alpine Technologies; therefore, Alpine is the only vendor that can complete this work.

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

EP 12043 expires on 10/31/2018.

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

The core code of both the ASPEN system and SAIS system is proprietary to Alpine Technologies; therefore, Alpine is the only vendor that can complete this work.

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

OA Legal is requiring that the sole source be handled as a new contract.

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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

☐

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:	HHS Delivery Center CIO	
Signature:	Sandra Patterson	Date: 10-12-18