

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:	Lawanza L. Ware					
Contact Address:	625 Forster Street, Room 425C, 4th Fl H&W Bldg Harrisburg PA 17120					
Contact Tel#:	717-787-7056					
Contact Email:	laware@pa.gov					
Description Of Material (or) Service (or) IT	Service	Contractor will remove, store and/or destroy boxes of closed case records and materials from 13 Philadelphia County Assistance Office (PCAO) and Headquarter sites. Contractor must be located within a 25 mile radius from PCAO. Closed cases may be needed within hours for appeals, hearings, fraud, overpayment, and to determine eligibility for emergency services for cash assistance, SNAP and medical assistance. Availability for numerous pick ups within a 48 hour period of request and delivery request within 24 hours is necessary.				
SAP Material Groups:	78131804					
Estimated \$ Amount:	16,505.33					
Length of EP:	90 Days					
Delivery Location:	City	Philadelphia	State	Pennsylvania	ZipCode	19124

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:

Please see attached communication with DGS regarding circumstances.

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

Agency working on solicitation currently.

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

Please see attached request.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Currently have thousands of Income Maintenance, Philadelphia CAO documents at location. To remove and transfer documents without a bridge in services would be extremely costly.

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

Name:

Access Information Protected

Address:

P O Box 310416, Des Moines, IA 50331

Telephone #:

571-364-3479

SAP Vendor#:

513364

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

PO 4300584712. Will post against new PO once/if approved.

☐ 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)**

4300252866; 4400007056

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.

We have tried to obtain UniqueSource for this service, but the requirements were not able to be met. The cost to remove without adequate time allowed to remove boxes would be very costly.

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.

Supplier was providing services previously. BOP 125 was submitted by the DHS procurement office to BDISBO 11/19/18. Dependent upon review and approval determines next steps.

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:

Director

Signature:

William Spiker

Date:

11-27-18