

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:	Liquor Control Board					
Contact Person:	Melinda John					
Contact Address:	910 Capital Street Harrisburg PA 17110					
Contact Tel#:	717-772-2043					
Contact Email:	meljohn@pa.gov					
Description Of Material (or) Service (or) IT	Material	2,250,000 Underage Drinking Flyers				
SAP Material Groups:	55100000-PRINTED MEDIA					
Estimated \$ Amount:	20700.00					
Length of EP:	60 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17110

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:

DGS Bureau of Publications bid out 2,250,000 full-color Underage Drinking flyers on behalf of PLCB awarding to vendor Intelligencer/Intellicor as having the lowest cost of \$20,700.00. When trying to register this supplier in Oracle it came to light that this supplier has since changed their Tax ID number and a contract assignment should have been done but hasn't been completed to date. PLCB is requesting this EP so an Emergency PO can be issued to Intellicor LLC DBA Intelligencer under their new Tax ID number as recommended by VDMU since the Tax ID number associated with their contract/VIN #383234 is no longer valid as the company was sold out and vendor #524897 were created. The replication request for VN 524897 was submitted today and VDMU has also confirmed they have not received legal documentation regarding this sale from the vendor yet.

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

Per Kevin Reichard, he is working with Intellicor/Intelligencer to create a new contract but it would take a minimum time frame of a month to complete this process and the process has just started today. He recommended PLCB submit an EP request as the number one option, providing justification for required quick turn around. Both emails supporting this approach attached to this request.

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

As per required delivery time frame included on Specification Form, 500,000 flyers are due by 6/17/19 with the balance due no later than 7/22/19. A PO needs to be issued ASAP authorizing vendor to start the job to meet these deadlines. DGS Bureau of Publications quote documents supporting this deadline attached.

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: Intellicor LLC DBA Intelligencer

Address: 330 Eden Rd, Lancaster, PA 17601-4218

Telephone #:

SAP Vendor#: 524897

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 DGS Bureau of Publications quote documents. The next lowest bid is \$23,400.00 and would cost the PLCB an additional \$2,700.00 if this EP is not approved.

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)

See DGS Bureau of Publications quote documents.

**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.

☐

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: Director, Bureau of Accounting and Purchasing

Signature: Koppolu Ravindraraj

Date: 06-10-19