

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 Environmental Protection				
Contact Person:	Bill McDade				
Contact Address:	400 Market Street Harrisburg PA 17101				
Contact Tel#:	717-783-9937				
Contact Email:	wmcdade@pa.gov				
Description Of Material (or) Service (or) IT	Service	DEP utilizes GTAC-6 contracts to perform environmental investigation and remediation services at contaminated sites across the Commonwealth. The scope of work for individual assignments is broad ranging and may include (but not limited to) environmental site assessments, investigations, engineering and remedial designs, construction oversight, risk evaluations, remedial alternatives analysis, waste disposal management, community relations support, and general program assistance.			
SAP Material Groups:	77000000				
Estimated \$ Amount:	2500000				
Length of EP:	90 Days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17101

Basis for the Emergency Purchase**Threat to public health, welfare, or safety**

Identify the Threat:	Releases or threatened releases of hazardous substances and contaminants into the environment; drinking water resources, soil, and air.
Provide a brief explanation of the need for the material and/or service:	GTAC-6 contracts support various environmental programs, including The Land Recycling Program, the Hazardous Sites Cleanup Program, Storage Tank Cleanup Program, and other related programs. GTAC-6 contractors assist DEP with investigation, assessment, and remediation at contaminated sites (approx 35 active projects).

State the consequence if the procurement is not done on emergency basis:

All GTAC-6 contracts expire 9/30/2019. EP is needed to ensure there is no lapse in coverage during the GTAC-7 procurement and contract award/transition process. DEPs ability to effectively protect public health/welfare/safety by addressing environmental threats would otherwise be compromised.

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:

The current contracts and vendors will be used.

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

Name:

Multiple Awarded Contract Vendors

Address:

Telephone #:

SAP Vendor#:

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.

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.

The current RFP is posted with a closing date of 7/24/19. DEP has extended the terms of the agreement under paragraph 1.2 for an additional three months. Current contracts with the four (4) existing GTAC Consulting firms expires September 30, 2019.



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:	Division Chief	
Signature:	William A. McDade	Date: 07-10-19