

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 General Services				
Contact Person:	Gina Lemmon				
Contact Address:	1650 Bobali Drive Harrisburg PA 17104				
Contact Tel#:	717-704-1050				
Contact Email:	gilemmon@pa.gov				
Description Of Material (or) Service (or) IT	Material	Inkjet and tabber that has ability to print #10 custom business reply envelopes for Gunther and be able to print and tab in one pass. Upgrade system 2 to Windows 10 and increase production speed by upgrading the print technology and adding a tabber.			
SAP Material Groups:	44102100				
Estimated \$ Amount:	336824				
Length of EP:	60-month Installment Purchase				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17104

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

The threat was created when an incident rendered our machine to print essential benefits to PA residents. It would cause DHS to be out of compliance of federal regulations and cause SNAP, Medical Assistance and other essential benefits to end due to turnaround response times required. We would not be able to send essential mailings due to not being able to print/mail the essential notices.

Provide a brief explanation of the need for the material and/or service:

This equipment is used to print business reply envelopes and address essential mail going to benefit recipients across the commonwealth. Without this equipment, DHS is in danger of being non-compliant to federally regulated mandates and essential health, and assistance benefits would be in danger of ending. Other essential commonwealth mail would also be delayed/could not go out.

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

DHS along with other agencies would be in danger of being non-compliant with federally mandated requirements, as well as essential health and assistance benefits would be in danger of ending.

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:

This vendor was selected because the software used is proprietary.

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

Name:

Neopost

Address:

478 Wheeler Farms Rd

Telephone #:

717-829-7010

SAP Vendor#:

172259

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.

Software connected to this machine was developed over a six month period with USPS and DHS and is proprietary and utilizing a different machine would delay use of the machine for months.

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

Our current machine is rendered useless and we need to replace immediately to ensure compliance to federal regulations and ensure Assistance benefits are not ended.

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

<input type="checkbox"/>	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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<input checked="" type="checkbox"/>	If none of the above is applicable, explain how the emergency supplier was selected.
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The software used is proprietary.

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:	Procurement Specialist
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Signature:	Gina M Lemmon	Date:	11-08-19
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