

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 Transportation					
Contact Person:	Eric McCoy					
Contact Address:	400 North St., Keystone Bldg., 5th Fl. Harrisburg PA 17120					
Contact Tel#:	717-783-5585					
Contact Email:	ermccoy@pa.gov					
Description Of Material (or) Service (or) IT	IT	Maintain and support the existing Advanced Traffic Management System (ATMS).				
SAP Material Groups:	81111504					
Estimated \$ Amount:	348,927					
Length of EP:	180 Days. Current contract expires 12/3/2019.					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17120

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

ATMS is a statewide system that is used 24 hours a day, 7 days a week to activate traffic operational responses to incidents that occur on Pennsylvania roads. All intelligent transportation system responses are conducted through the ATMS platform for all devices throughout the state (Cameras, Dynamic Message Boards, Highway Advisory Radio, and Travel Time generations).

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

Maintain and support the existing Advanced Traffic Management System (ATMS).

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

If the system were not to have a contract in place it would jeopardize all traveler information being relayed to the motoring public in a timely manner. Examples incidents that warrant responses through ATMS are winter weather emergencies, crashes, roadwork, and any other upcoming traffic concerns motorists should be aware of for their safety.

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:

An RFP (#3517R20) is currently in process based on best value criteria as established in the Commonwealth's Procurement Code. The proposals that have been received are currently under review. The six month Emergency Procurement request is to cover the time period for the contract signature process and required transition period should the incumbent not be the successful offeror.

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

Name:

Open Roads, Q-Free

Address:

103 Watson Rd, Chesapeake, VA 23320

Telephone #:

703-973-8711

SAP Vendor#:

205831

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)

Current contract is 4400009842 and the current purchase order is 4300346701. An RFP (#3517R20) is currently in process. The proposals that have been received are currently under review.

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 Office Services

Signature:

Diane Chamberlin /s/

Date:

11-18-19