

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	Service	Maintenance for mail inserting Equipment.				
SAP Material Groups:	44100000					
Estimated \$ Amount:	75000					
Length of EP:	60 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17104

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

Four mail inserters with specific proprietary integrity and software requirements insert essential benefits to PA residents including Health and Assistance notices with federally mandated deadlines with specific return requirements. Maintenance includes repair, troubleshooting, parts, and essential software upgrades and data to keep inserters running. Without onsite tech and after hours maintenance agencies are in danger of being non-compliant to federally regulated timelines and essential benefits are in jeopardy.

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

Service is to maintain and keep running essential commonwealth equipment used to mail essential federally mandated benefit notices and results of non-working equipment would cause commonwealth to be non-compliant and Pennsylvanians to lose essential benefits.

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

Machines need maintenance and repair often and any inserter being non-operational would be catastrophic as federally mandated timelines will not be met and Pennsylvanians could lose essential benefits. Also, due to integrity programming this work can not be performed by any other equipment in the commonwealth.

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:

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

Name: Bell and Howell LLC

Address: 3791 S Alston Ave Durham, NC 27713-1803

Telephone #: 919-767-6400

SAP Vendor#: 383101

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.

We attempted to use the maintenance agreement contract and they were unable to meet requirements due to software and equipment specialization, as well as, tech presence requirements.



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:	Gina Lemmon
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Signature:	Procurement Specialist
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Date:	11-14-19
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