

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:	James (Ben) Huffine					
Contact Address:	555 Walnut Street, Forum Place, 6th Floor Harrisburg PA 17101					
Contact Tel#:	717-346-3847					
Contact Email:	jahuffine@pa.gov					
Description Of Material (or) Service (or) IT	Service	Moving and Storage Services				
SAP Material Groups:	78140000					
Estimated \$ Amount:	100000					
Length of EP:	90 Days					
Delivery Location:	City	Various	State	Pennsylvania	ZipCode	11111

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:

Current statewide contract for moving and storage services is set to expire on 1-12-20. Agencies are currently using these contract suppliers to store Commonwealth property.

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

A new ITQ contract is in process and suppliers are getting qualified. There has been insufficient time for the suppliers to get qualified on the new ITQ contract, prior to the expiration of the current contract.

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

Agencies are currently using the services of these contract suppliers and do not have the flexibility of time and resources to remove stored Commonwealth property from the contractors storage locations and therefore need to continue services until sufficient time is provided to the agencies to solicit new quotes through the ITQ contract.

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:

Current Contract Holders - 7 suppliers

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.

Current statewide contract for moving and storage services is set to expire on 1-12-20. Agencies are currently using these contract suppliers to store Commonwealth property. A new ITQ contract is in process and suppliers are getting qualified. There has been insufficient time for the suppliers to get qualified on the new ITQ contract prior to the lapse of the current contract. Agencies are currently using the services of these contract suppliers and do not have the flexibility of time and resources to remove stored Commonwealth property from the contractors storage locations and therefore need to continue services until sufficient time is provided to the agencies to solicit new quotes through the new ITQ contract once it is awarded.



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:	Commodity Manager	
Signature:	Cheryl Kleeman	Date: 01-10-20