

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 Education				
Contact Person:	Michele Warford				
Contact Address:	333 Market Street 15th Floor Harrisburg PA 17126				
Contact Tel#:	717-787-7194				
Contact Email:	mametranow@pa.gov				
Description Of Material (or) Service (or) IT	Service	Services needed to develop, distribute and score the state alternative assessments as well as train personnel on how to administer the assessments. In addition, vendor is required to generate data files based off results.			
SAP Material Groups:	86000000				
Estimated \$ Amount:	3,851,957.00				
Length of EP:	18 months				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17126

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:

The current contract for the creation of the federally mandated Pennsylvania Alternative State Assessment(PASA). As the result of recent staffing and performance issues with the incumbent vendor, PDE is required to resource this work to a vendor who is able to meet the significant regulatory, quality and timing requirements of this program on an emergency basis.

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

PDE has taken numerous steps to work collaboratively and supportively with the incumbent vendor but it has been agreed that the work must be transitioned on an emergency basis to another vendor due to inability to meet requirements.

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

Testing cycles run from April of a year until October of the following year. The next testing cycle begins April 2020. Transitioning to a new assessment will require extensive support and training to the field. As a result, there is not the time to put out the RFP process in the same manner to ensure there is the federally mandated assessment for the Spring 2021 Assessment. There is a requirement for overlap of vendors due to the ensuring the test cycle is complete. The test cycle starts with training all staff, enrolling students, disseminating the assessment information, testing window, scoring analysis, and report dissemination to the field. The testing cycle ends in October of the following year from the start. The entire testing cycle runs for 16 months. This will require an overlap of both vendors from April 2020 until October 2020. Once the long term vendor is secure following the RFP process for the Spring 2022 PASA, as similar overlap will be necessary. Based on the complexity of the process and length of the process, it is critical to expedite the securement of a vendor for the 2021 assessment while conducting the full RFP process for a five year vendor starting with the Spring 2022 assessment. The new vendor is uniquely positioned to be able to take over the program very quickly and in compliance with the terms of the program.

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: Univeristy of Kansas Center for Research Inc.

Address: 1122 West Campus Road, Lawrence, KS 66045

Telephone #: 785-864-7093

SAP Vendor#: 540824

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:

Due to the specificity of the need and the timeliness of the job, it is necessary to go to one particular vendor. See below.

Funds have already been encumbered for this request (Yes/No):

☒ **Yes**
☐ **No**

Federal funding

If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)

Due to the specificity of the need and the timeliness of the job, it is necessary to go to one particular vendor. See below.

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.

The new vendor is uniquely positioned to be able to take over the program very quickly and in compliance with the terms of the program. This vendor already has a quality assessment used by multiple large states. The work needed to prepare the assessment to align to Pennsylvania's standards is minimal compared to creating an entire new assessment.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

Due to the timeliness of the job, there is not time to secure additional quotes when there is an appropriate, viable vendor. It is more critical to ensure a quality assessment is in place for the 2021 assessment.

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

Testing cycles run from April of a year until October of the following year. The next testing cycle begins April 2020. Transitioning to a new assessment will require extensive support and training to the field. As a result, there is not the time to put out the RFP process in the same manner to ensure there is the federally mandated assessment for the Spring 2021 Assessment. There is a requirement for overlap of vendors due to the ensuring the test cycle is complete. The test cycle starts with training all staff, enrolling students, disseminating the assessment information, testing window, scoring analysis, and report dissemination to the field. The testing cycle ends in October of the following year from the start. The entire testing cycle runs for 16 months. This will require an overlap of both vendors from April 2020 until October 2020. Once the long term vendor is secure following the RFP process for the Spring 2022 PASA, as similar overlap will be necessary. Based on the complexity of the process and length of the process, it is critical to expedite the securement of a vendor for the 2021 assessment while conducting the full RFP process for a five year vendor starting with the Spring 2022 assessment.

Are there compatibility requirements or compliance requirements? If yes, please explain.

Yes. The proposed vendor meets the federal expectations since it is a consortium assessment used by other states. There would some adjustments needed to align to PA standards.

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.

The emergency supplier is currently being used by multiple large states. It has a quality reputation and understands how to implement an assessment across a large state. The new vendor is uniquely positioned to be able to take over the program very quickly and in compliance with the terms of the program.

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 2

Signature:

Michele Warford

Date:

02-23-20