

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:	General Services				
Contact Person:	Corey Walters				
Contact Address:	555 Walnut Street Harrisburg PA 17101				
Contact Tel#:	717-346-7097				
Contact Email:	cowalters@pa.gov				
Description Of Material (or) Service (or) IT	Material	Extend contract 4400013906 with McKesson until December 31, 2020 or until a new contract is in place. Thirty day notice shall be given to McKesson in the event the contract is to be terminated before December 31, 2020. The cost of goods (distribution fee) will remain at -3.50.			
SAP Material Groups:	42192604				
Estimated \$ Amount:	11,000,000.00				
Length of EP:	274				
Delivery Location:	City	Statewide	State	Pennsylvania	ZipCode 17101

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	DGS is in the process of a new procurement for Pharmaceuticals. The new procurement will not be done before March 31, 2020.
Provide a brief explanation of the need for the material and/or service:	Providing pharmaceuticals to all using agencies.
State the consequence if the procurement is not done on emergency basis:	Contract 4400013906 being extended for 274 days in order to allow the new procurement to be completed. If this extension is not approved, the using agencies of this contract will not be able to procure pharmaceuticals for the patients at the facilities.

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:	McKesson		
	Address:	2798 New Butler Rd, New Castle, PA 16101		
	Telephone #:	212-595-0972		
	SAP Vendor#:	172432	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.

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:	Associate Commodity Manager		
Signature:	Corey Walters	Date:	01-27-20