

## 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:	Corrections				
Contact Person:	Beth Procopio				
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050				
Contact Tel#:	717-728-3914				
Contact Email:	blprocopio@pa.gov				
Description Of Material (or) Service (or) IT	Material	Emergency ready-to-eat box meals			
SAP Material Groups:	80101706				
Estimated \$ Amount:	3000000				
Length of EP:	60 Days				
Delivery Location:	City	Mechanicsburg	State	Pennsylvania	ZipCode 17050

## Basis for the Emergency Purchase



### Threat to public health, welfare, or safety

Identify the Threat:	Due to threat of COVID 19, DOC needs to be able to have the resources to provide inmate meals should we have a case inside an institution.
Provide a brief explanation of the need for the material and/or service:	Necessary to continue to provide meals to inmates and staff during COVID-19 outbreak. Only option available in event not enough staff to produce regular or bag meals. Per Secretary Wetzel, to procure a 10-days' worth supply to have in stock.
State the consequence if the procurement is not done on emergency basis:	Inmates would have a eat in the dining halls, which increase the risk of spreading the virus, thus presenting a threat to the health and welfare of both inmates and staff.

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:

Aramark is our current food provider

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

Name:	Aramark Correctional Services LLC	
Address:	2400 Market Street, Philadelphia PA 19103	
Telephone #:	630-271-5758	
SAP Vendor#:	514071	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**

<b>Title:</b>	Director, Bureau of Administration		
<b>Signature:</b>	Nicollette Bell	<b>Date:</b>	03-18-20