

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 Revenue					
Contact Person:	Mark Morrison					
Contact Address:	1147 Strawberry Square - Procurement Division - 11th Floor Harrisburg PA 17128					
Contact Tel#:	717-705-6238					
Contact Email:	markmorris@pa.gov					
Description Of Material (or) Service (or) IT	Service	Burrough's provides annual maintenance and emergency maintenance for (2) DP600+Upgrades and (3) DP600 Quantum Encore scanners. These machines are used to process checks and coupons. Maintenance is required to expedite the check-processing capabilities for the Department of Revenue and multiple outside agencies. The machines must be maintained in a manner of the highest quality as they perform a vital function in depositing checks and coupons for the Commonwealth. This PO is a Sole Source Service that was awarded to Burrough's since they are the only company that can work on this equipment.				
SAP Material Groups:	Scanner Maintenance at BIDM on Brookwood St. Harrisburg					
Estimated \$ Amount:	52679.18					
Length of EP:	6 Month					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17128

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:

There is still several weeks remaining before the new scanners will be fully installed and operational. After the new scanners are brought online, BIDM will still require a backup system during peak tax return processing season (Which has now been extended until July 15) If the scanners have any processing issues, BIDM will have to revert back to the current system being maintained by Burrough's. This EPO will be for 6 months, but we can/will cancel early if the new scanners perform as expected. Burrough's only requires 30 day written notice to cancel, which we will provide.

Why are those circumstances outside of the control of Agency?

The Commonwealth is shutdown because of the COVID-19 crisis. All work had to stop on installation of the new scanners.

Provide a brief explanation for the urgent need:

If we do not process this EPO, we run the risk of checks and coupons not being processed under already critical circumstances.

Information Required

For ALL EP's provide the following information:

Brief description of selection process:

Burrough's is a Sole Source Service provider. We do not have any other options.

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

Name:

Burrough's

Address:

41100 Plymouth Rd, Plymouth, MI 48170-1892

Telephone #:

734-737-4000

SAP Vendor#:

380722

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:

Burrough's is a sole source

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)

We have always used Burrough's to service these scanners
SAP #380722
PO that expires on 3/30/20 - 4300627779

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.***

If 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.

Yes. Burrough's is the only company that can provide service for these scanners

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

Sole Source

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

The current PO with Burrough's expires on March 30, 2020

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

The checks and coupons must be processed

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 currently have a PO with Burrough's (PO #4300565357) that expires on March 30. We want to extend that 6 months so there will be no lapse in service if the new scanners have any problems with their commissioning. We WILL be able to cancel this PO early if the emergency maintenance is not needed through 09/30/20. Burrough's only requires 30 days written notice.



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

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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:	Purchasing Supervisor	
Signature:	Mark Morrison	Date: 03-25-20