

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:	Pennsylvania Game Commission					
Contact Person:	Brandi Bell					
Contact Address:	2001 Elmerton Avenue Harrisburg PA 17110					
Contact Tel#:	717-787-6286					
Contact Email:	brabell@pa.gov					
Description Of Material (or) Service (or) IT	Material	Printing of the 2020-2021 Hunting and Trapping Digest which contains valuable information needed by license buyers				
SAP Material Groups:	82121506					
Estimated \$ Amount:	207,731					
Length of EP:	90 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17110

Basis for the Emergency Purchase**Threat to public health, welfare, or safety****Identify the Threat:**

The threat posed by not being able to provide the Digest to hunters and trappers is that they will not have access to the most current rules and regulations governing hunting and trapping, including those that are designed to promote safety of hunters, trappers, and the general public; nor will they have access to information on the role hunters play in combating the spread of Chronic Wasting Disease (CWD) which is an infectious disease that has been detected in the Commonwealth's deer herd.

Provide a brief explanation of the need for the material and/or service:

The Digest provides a comprehensive list of the laws and regulations pertaining to hunting and trapping. These laws and regulations change annually, and thus it is important that hunters and trappers have access to the most up-to-date information each year. The type of laws and regulations included within the Digest include but are not limited to: information pertaining to the start date for hunting and trapping seasons; the time of the day when hunting and trapping must cease due to unsafe shooting conditions; the amount of fluorescent orange that hunters must be wearing when engaged in hunting; the distance that hunters and trappers are legally required to be from residential structures; and the procedures hunters must follow when hunting in an area in which the Game Commission has detected CWD in the deer herd. The Digest also provides information on how hunters can be safe while afield, such as wearing a safety harness when hunting from an elevated platform, and directions for submitting a harvested deer to be tested for the presence of CWD to ensure that the meat from the deer is safe for human consumption.

State the consequence if the procurement is not done on emergency basis:

The Digest provides a comprehensive list of the laws and regulations pertaining to hunting and trapping. These laws and regulations change annually, and thus it is important that hunters and trappers have access to the most up-to-date information each year. The type of laws and regulations included within the Digest include but are not limited to: information pertaining to the start date for hunting and trapping seasons; the time of the day when hunting and trapping must cease due to unsafe shooting conditions; the amount of fluorescent orange that hunters must be wearing when engaged in hunting; the distance that hunters and trappers are legally required to be from residential structures; and the procedures hunters must follow when hunting in an area in which the Game Commission has detected CWD in the deer herd. The Digest also provides information on how hunters can be safe while afield, such as wearing a safety harness when hunting from an elevated platform, and directions for submitting a harvested deer to be tested for the presence of CWD to ensure that the meat from the deer is safe for human consumption.

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:	Liberty Press		
	Address:	1180 N Mountain Springs Pkwy, Springville, UT 84663		
	Telephone #:	801-853-5353		
	SAP Vendor#:	311538	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):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	N/A

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:

- 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."**
- 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.	Yes, Liberty Press, which has printed the Digest for approximately the past 10 years, has indicated that it is capable of printing the Digest immediately.
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	The Hunting and Trapping Digest must be provided with every hunting and trapping license purchased by the public. Hunting/trapping licenses go on sale to the public on June 20, 2020. We are ordering 1,100,000 printed copies. There is not sufficient time to allow for additional bids.
If timing is a factor, what is the time factor and why? If yes, please explain.	The Hunting and Trapping Digest must be provided with every hunting and trapping license purchased by the public. Hunting/trapping licenses go on sale to the public on June 20, 2020. We are ordering 1,100,000 printed copies. There is not sufficient time to allow for additional bids.

Are there compatibility requirements or compliance requirements? If yes, please explain.	No
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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.

<input type="checkbox"/>	To extend a current contract with the current contractor to prevent a lapse in contracted services.
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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:	Director, Bureau of Information and Education	
Signature:	Stephen Smith	Date: 04/15/2020