

## 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 General Services					
Contact Person:	Corinna 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	Service	EP requested to allow the Department of General Services, Bureau of Procurement one (1) year to procure a new contract for the Department of Insurance's Claim Administration, Data Management and Pharmacy Benefits Services.				
SAP Material Groups:	80121609					
Estimated \$ Amount:	6,000,000					
Length of EP:	1 year					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17101

*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:**

Currently, these services are procured under contract 4400020497. The current supplier has been failing to perform the required services under this contract.

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

The current supplier is not performing it's required duties under contract 4400020497.

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

The citizens of PA, receiving benefits through services provided on this contract, may not receive their checks accurately and promptly if the supplier is not changed.

## *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:

Inservco

Address:

PO Box 1545, Harrisburg, PA 17105

Telephone #:

800-356-0438

SAP Vendor#:

124257

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.**

Due to the sensitive nature and immediate need to terminate the contract, while maintaining uninterrupted services, it is not feasible to reach out to additional suppliers.

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

Benefit checks will not be processed timely, to qualified people, if service is disrupted.

**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.

When awarded, current supplier was unable to perform the duties of the contract, it was decided to be in the best interests of the Commonwealth of Pennsylvania to contract services with the previous contract holder. This contractor has proven processes, capacity to perform and compatible IT systems that allow for data transfer which is key to a smooth transition and consistent services.

# 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:	Chief Procurement Officer	
Signature:	Janice Pistor	Date: 05-26-20