

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 Human Services "prior DPW"				
Contact Person:	Erika Pae				
Contact Address:	625 Forster Street Harrisburg PA 17120				
Contact Tel#:	717-265-8344				
Contact Email:	epae@pa.gov				
Description Of Material (or) Service (or) IT	Service	<p>As a result of the COVID-19 pandemic, significant changes occurred to the Office of Developmental Program's (ODP) 1915 Home and Community-Based Services (HCBS) Waivers under Center for Medicaid and Medicare Services, Appendix K. These changes impacted the services and supports provided to individuals with a developmental disability in order to protect their health, safety, and welfare. It is detrimental to provide up to date training and information on pandemic related changes to ensure the health, safety, continuity and quality of care is provided to the Commonwealth's most vulnerable population. The development and delivery of face-to-face and virtual trainings, with content specific to developmental disabilities is critically needed, particularly surrounding COVID-19 topics. Many of the trainings relating to COVID-19 include, but are not limited to, changes to ODP's CMS approved HCBS waiver program outlined in Appendix K ; available resources to remain safe and healthy while navigating the community such as accessing food pantries, temporary shelters, and medical resources; accessing unemployment benefits and seeking job opportunities,. Individuals and their families depend on these trainings to not only provide accurate information and resources during COVID-19, but to also support the individual's current stage of life, and to assist with planning ahead for life experiences that will allow them to make informed decisions to move forward on their trajectory towards an inclusive, productive and safe life in the future.</p>			
SAP Material Groups:	86101800				
Estimated \$ Amount:	13,155.66				
Length of EP:	90 Days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17120

Basis for the Emergency Purchase

**Threat to public health, welfare, or safety****Identify the Threat:**

Without these trainings, individuals served by ODP and their families would not have the needed knowledge or ability to make informed choices on their services and supports. This risks individuals not receiving the appropriate services and supports to address their health and safety needs. It is crucial to continue trainings, particularly during the aftermath of the COVID-19 pandemic. Significant changes to the Office of Developmental Programs Home and Community-Based Services (HCBS) waiver program under the Center for Medicaid/Medicare Services, Appendix K, have been implemented to protect the health, safety, and welfare of individuals with a developmental disability during the pandemic.

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

Individuals enrolled in the HCBS waiver program require training on services and supports that best fit their needs and make informed decisions as they progress through adulthood. The development and delivery of face-to-face and virtual trainings, with content specific to developmental disabilities is critically needed. In particular, training that encompasses COVID-19 topics. Many of the trainings relating to COVID-19 include, but are not limited to, changes to ODP's HCBS waiver program outlined in Appendix K, available resources to remain safe and healthy while navigating the community, unemployment, and accessing medical resources. Individuals and their families require proper training to mitigate the risk of hindering the provision of essential services and supports that ensures their health, safety, and welfare.

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

If the procurement is not done on an emergency basis, critical training and support will cease. Potential for incidents of neglect, abuse, and exploitation may occur; risking the health, safety and welfare of individuals with a developmental disability.

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:	Under Vision for Equality, PA Family Network (PAFN) has provided training services to ODP over several years under various contract forms. For the last five (5) years, PAFN has been a subcontractor for Tuscarora Intermediate Unit (TIU). TIU was contracted under Lot 1 for ODP's Training and Technical Assistance Contract (4400013969). The cost to utilize PAFN is budget neutral as it is the same rate TIU utilized. PAFN is already equipped with the necessary knowledge, training content, and materials needed to execute critical trainings.		
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Full supplier information (if known at time of submission of form)	Name:	Vision for Equality		
	Address:	301 Chestnut Street Suite 403 Harrisburg, PA 17101		
	Telephone #:	215-923-3349		
	SAP Vendor#:	191459	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.

To mitigate the risk of endangering the health, safety and welfare of individuals with a developmental disability, an EP is necessary.

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

Time does not permit the solicitation for these critical services that are needed especially during the Corona Pandemic. TIU's contract ends 6/30/2020.

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

Requirements have been attached to this document.

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.**

Without these trainings, individuals served by ODP and their families would not have the needed knowledge or ability to make informed choices on their services and supports. This risks individuals not receiving the appropriate services and supports to address their health and safety needs. It is crucial to conduct these trainings, particularly during the aftermath of the COVID-19 pandemic. To mitigate the risk of endangering the health, safety and welfare of individuals with a developmental disability, an EP is necessary until the amendment is enacted.

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: Human Services Program Specialist

Signature: Erika Pae

Date: 06-18-20