

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:	Gwendolyn Zander				
Contact Address:	625 Forster Street Harrisburg PA 17120				
Contact Tel#:	717-787-1871				
Contact Email:	gzander@pa.gov				
Description Of Material (or) Service (or) IT	Service	Consulting services for Opioid Use Disorder Centers of Excellence to ensure public health and safety during COVID-19 public health emergency by mitigating overdose deaths and promoting use of telehealth services and safe facility practices			
SAP Material Groups:	86000000				
Estimated \$ Amount:	\$206,341.90				
Length of EP:	90 Days				
Delivery Location:	City	Pittsburgh	State	Pennsylvania	ZipCode 15213

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:

There is a current threat to public health, welfare and safety posed by the opioid crisis (currently designated as a public health emergency by disaster declaration of the Governor) and the COVID-19 pandemic (also currently designated as a public health emergency by disaster declaration of the governor). All Pennsylvanians are at risk of contracting the novel coronavirus, but Pennsylvanians with opioid use disorder are especially at-risk of harm if our treatment provider network is not supported to respond to overdoses and provide treatment services in a manner that is safe.

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

Supplier provides one-on-one support to Opioid Use Disorder Centers of Excellence, which are providers of treatment services for individuals struggling with dependence on opioids. Supplier maintains a repository of resources on its overdose prevention website to assist providers with rendering services to people with opioid use disorder in the context of COVID-19. They provide direct assistance with operationalizing telehealth services, ensuring safety and sanitation for staff and patients who enter healthcare facilities, and coping with stress and loss to ensure that staff are able to continue to provide a high level of care.

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

The current PO with the supplier expires 6/30. Without this purchase order, services will not be available which will result in the cancellation of statewide virtual conferences already scheduled for hundreds of stakeholders and will deprive treatment providers of access to critical support and resources to ensure safe operations during the COVID-19 pandemic. Without the technical assistance support supplier provides Opioid Use Disorder Centers of Excellence providers, providers will be without resources specific to operating opioid treatment centers in the context of COVID-19, posing a risk to staff and patients of infection of COVID-19 or overdose deaths.

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:

Purchase order entered against the Inter-Governmental Agreement with the University of Pittsburgh. Sole source.

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

Name:

University of Pittsburgh

Address:

123 University Place, Pittsburgh PA 15213

Telephone #:

412-624-7400

SAP Vendor#:

142769

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.

The existing PO ends June 30. Time does not permit the solicitation for these critical services that are direly needed especially during the Corona pandemic. We must fulfill the need for these critical services and provide concierge technical assistance to help administer a highly specialized health services program to prevent the threat of public health. It would involve loss of efficiency especially during the COVID19 pandemic that we cannot risk.

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

We cannot jeopardize the department's ability to process enrollment applications timely prior to the next managed care plan year. Loss of these services will be a threat to the public health especially during the COVID19 pandemic.

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

None.

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.

These services are of a critical need. There is a current threat to public health, welfare and safety posed by the opioid crisis (currently designated as a public health emergency by disaster declaration of the Governor) and the COVID-19 pandemic (also currently designated as a public health emergency by disaster declaration of the governor). All Pennsylvanians are at risk of contracting the novel coronavirus, but Pennsylvanians with opioid use disorder are especially at-risk of harm if our treatment provider network is not supported to respond to overdoses and provide treatment services in a manner that is safe.

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: PS3

Signature: Carrie Thompson

Date: 06-24-20