

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 State Police					
Contact Person:	Jamie Zarr					
Contact Address:	1800 Elmerton Avenue Harrisburg PA 17110					
Contact Tel#:	717-705-5921					
Contact Email:	jzarr@pa.gov					
Description Of Material (or) Service (or) IT	Material	Auto theft vehicle purchase on grant funds				
SAP Material Groups:	25100000					
Estimated \$ Amount:	112481.85					
Length of EP:	90 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17103

Basis for the Emergency Purchase

Threat to public health, welfare, or safety

Identify the Threat:

without the new units for the Auto Theft Task Force, they will not have updated units that were forecasted in place for next year to perform their job duties, the mileage cap will increase substantially in regional areas that are covered by these vehicles which will put our officers in potential safety situations with higher mileage vehicles due to pulled funding from the COVID pandemic for FY2020.

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

This procurement does not violate the Governor's purchasing ban of 3.19.2020. This attestation is the agency's assurance that they have reviewed the criticality of the purchase and have determined it to be "critical to operations". Auto Theft Task Force (ATTF) supervisors have initiated a request for emergency approval to purchase three vehicles for the Task Force via Auto Theft Prevention Authority (ATPA) grant funding. PSP's grant funding received through the ATPA was cut by \$400,000 for next fiscal year; due to insurance industry budgetary shortfalls. As such, planned expenditures to replace aging Task Force vehicles next year needed to be re-evaluated. The proposed vehicle purchases are to be executed utilizing remaining grant funding from the current fiscal year

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

without the new units for the Auto Theft Task Force, they will not have updated units that were forecasted in place for next year to perform their job duties, the mileage cap will increase substantially in regional areas that are covered by these vehicles which will put our officers in potential safety situations with higher mileage vehicles due to pulled funding from the COVID pandemic for FY2020.

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:

There are 2 quotes attached to this EP request. 1 from Whitmoyer (397950) who is on state contract and one from Hertrich Fleet Services (165683) who is also on contract. However, the vehicles needed are not.

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

Name: Whitmoyer

Address: 1001 East Main Street, Mount Joy, PA 17557

Telephone #: 717-653-7080

SAP Vendor#: 397950

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:

Whitmoyer Ford, Rick McCord.
Hertrich, Michael Wright.

Funds have already been encumbered for this request (Yes/No):



Yes



No

Grant Funds

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.

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

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.

Supplier was selected based on an off the lot purchase availability.

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: Division Director

Signature: Thomas Teprovich

Date: 06-26-20