

## 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:	State				
Contact Person:	Sara Roadcap				
Contact Address:	401 North Street, 308 North Office Building Harrisburg PA 17120				
Contact Tel#:	717-425-5446				
Contact Email:	sarroadcap@pa.gov				
Description Of Material (or) Service (or) IT	Material	Additional 8,000 Sneeze Guards for County Election polling places for the 2020 General Election.			
SAP Material Groups:	46180000				
Estimated \$ Amount:	646720				
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:	COVID-19
Provide a brief explanation of the need for the material and/or service:	Because of the COVID-19 epidemic, the State would like to supply each County precinct polling place with one or more sneeze guards for the November 3, 2020 General Election.
State the consequence if the procurement is not done on emergency basis:	Without sneeze guards, poll workers would not have a shield between them and the in-person voter during check-in.

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:

State reached out to eight (8) vendors to obtain quotes through email. Vendor chosen had the lowest cost, is a certified small business, and is able to meet our short turnaround deadline.

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

Name:	INCLUSION SOLUTIONS LLC	
Address:	2000 GREENLEAF ST STE 3, EVANSTON IL 60202	
Telephone #:	847-869-2500	
SAP Vendor#:	207124	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:

Please see attached spreadsheet

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.**

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

The product needs to be made, shipped, and delivered to County precinct locations before the November 3, 2020 General Election. We gave a delivery date of 10/15/20.

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

Sneeze guard must be able to be high enough to shield a sitting poll worker from a standing voter at a table. Passthrough hold at bottom must be large enough for counties who have ePollBooks.

**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.**

State reached out to eight (8) vendors to obtain quotes through email. Vendor chosen had the lowest cost, is a certified small business, and is able to meet our short turnaround deadline.

# 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:**

Executive Deputy Secretary of the Commonwealt

**Signature:**

Sari Stevens

**Date:**

09/4/2020