

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 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