

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:	Labor & Industry					
Contact Person:	Lori A. Mlcheals					
Contact Address:	651 Boas Street Harrisburg PA 17121					
Contact Tel#:	717-783-0326					
Contact Email:	lmlcheals@pa.gov					
Description Of Material (or) Service (or) IT	IT	Identification Verification Services				
SAP Material Groups:	81160000					
Estimated \$ Amount:	875000					
Length of EP:	1 year					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17121

Basis for the Emergency Purchase☐

Threat to public health, welfare, or safety

Identify the Threat:

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

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

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:

The Bureau of Unemployment Compensation (UC) has received over 787,000 Pandemic Unemployment Assistance (PUA) claims that have been identified as potential fraud

**Why are those
circumstances outside of
the control of Agency?**

Due to COVID 19 the amount of UC claims have significantly increased as well as fraud cases

**Provide a brief explanation
for the urgent need:**

The Department does not have a method or enough resources to perform identity validation to verify claimants. Claims have been put on hold until an identity validation method can be installed this has caused a delay in potentially 100,000 validation claimants from receiving PUA benefits.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

UC worked with National Association of Workforce Agencies (NASWA) to research best practices to prevent fraud. NASWA shared that other states were successful combating fraud related to stolen IDs by using ID.me

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

Name:

ID.me

Address:

8281 Greensboro Drive, McClean, VA 22102

Telephone #:

866-775-4363

SAP Vendor#:

512294

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

The DLI will use Covid 19 Funding

If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)

The current state contracted suppliers have limitations within their products. Those products negatively impact minority or marginalized groups who do not have credit histories and are found that they are not sufficient to verify an individual's identity.

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.

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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.

UC engaged the National Association of Workforce Agencies (NASWA) to research best practices to prevent fraud. NASWA shared that other states were successful combating fraud related to stolen IDs by using ID.me

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:	Procurement Manager			
Signature:	Lori A. Micheals	<table><tr><td>Date:</td><td>09-25-20</td></tr></table>	Date:	09-25-20
Date:	09-25-20			