

## 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:	Corrections				
Contact Person:	Beth Procopio				
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050				
Contact Tel#:	717-728-3914				
Contact Email:	blprocopio@pa.gov				
Description Of Material (or) Service (or) IT	Service	The Department needs to have contracted staff provide support to institutional staff that are facing large numbers of call offs due to COVID. Some of the duties this staff would perform would helping to prepare meal trays and to provide some Outpatient services to the inmates.			
SAP Material Groups:	85122100				
Estimated \$ Amount:	176,400				
Length of EP:	7 months				
Delivery Location:	City	Chester	State	Pennsylvania	ZipCode 11111

## Basis for the Emergency Purchase



**Threat to public health, welfare, or safety**

Identify the Threat:

Due to COVID-19 pandemic, many of the staff at SCI Chester have gotten ill and are required to be off from work while in quarantine. The DOC is looking have current contract staff that are on site to support institutional staff in helping with some of their duties.

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

SCI Chester has many staffing positions that are contract staff through GEO, Inc. The institution wants to use these contract staff to assist facility staff during this time. This assistance is needed due to large numbers of staff absences caused by COVID. These duties include food service areas to prepare meal trays and to provide some outpatient services. Staff call offs due to COVID make operations within the facility difficult and put additional strain on the remaining staff. The contract staff are willing to volunteer to work extra hours to assist in this time of emergency.

The Outpatient services are needed currently due to the inability to transfer inmates out that are in need of this program. The DOC is trying to minimize the COVID transmission as much as possible and treat in place. Inmates at Chester are currently in need of this programming to be eligible for parole opportunity.

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

SCI Chester will not have staff to complete the daily operations as needed thus posing a threat to the health and welfare of both inmates and staff. These contract staff are needed now to assist as the pandemic is ongoing daily.

**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:***

<b>Brief description of selection process:</b>		GEO, Inc is one of our contracted vendors and has staff on site in the insitutions.	
<b>Full supplier information (if known at time of submission of form)</b>	Name:	The Geo Reentry Services, LLC.	
	Address:	4955 Technology Way. Boca Raton, FL 33431	
	Telephone #:	561-893-0101	
	SAP Vendor#:	407209	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.

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.

## *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**

<b>Title:</b>	Deputy Secretary for Administration	
<b>Signature:</b>	Christopher Oppman	<b>Date:</b> 11-05-20