

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:	Transportation				
Contact Person:	Sue Jenkins				
Contact Address:	400 North Street Harrisburg PA 17120				
Contact Tel#:	717-705-5018				
Contact Email:	sujenkins@pa.gov				
Description Of Material (or) Service (or) IT	Service	Repairs are needed for the Commonwealth Aircraft. As the aircraft taxied the runway at Chester County Airport, a deer ran into the propeller causing damage to the aircraft.			
SAP Material Groups:	25201510 - Aircraft Propellers				
Estimated \$ Amount:	358,437.14				
Length of EP:	30 Days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17120

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	11/9/20 as the aircraft taxied at Chester County Airport a deer ran into the right propeller causing damage to the propeller. The engine will need to be taken apart to determine if it has been damaged as well.
Provide a brief explanation of the need for the material and/or service:	This is for repairs and labor costs to repair the propeller and possibly the engine of the aircraft. This amount is just an estimate. The engine will be taken apart to determine if it was damaged. If damage was done, it will cost more. The engine is under warranty; so some/all engine repairs could be under warranty.
State the consequence if the procurement is not done on emergency basis:	The aircraft is unable to be used and the Governor and Executive staff need it for emergency response. FAA (Federal Aviation Administration) has inspected the propeller and deemed the aircraft unable to be flown due to safety standards.

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:

The vendor is the manufacturer of this aircraft. Aircraft was purchased in 2019.

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

Name:	Textron Aviation		
Address:	3 Express Drive, Newburgh, NY 12550		
Telephone #:	800-435-7692		
SAP Vendor#:	536604	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.

The vendor is the manufacturer of this aircraft.

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

Yes, the aircraft is unable to be flown at this time and the Governor and Executive staff need it for emergency response.

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.

The vendor is the manufacturer of the aircraft. The plane was purchased in 2019, some of the engine parts are still under warranty. So if engine work needs to be done some/all may fall under the warranty.

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:	Director		
Signature:	Diane Chamberlin /s/	Date:	11-18-20