

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 Agriculture					
Contact Person:	Sheila Strubhar					
Contact Address:	2301 North Cameron Street Harrisburg PA 17110					
Contact Tel#:	717-787-1467					
Contact Email:	sstrubhar@pa.gov					
Description Of Material (or) Service (or) IT	Service	Banking Services for the FMNP/SFMNP progrma				
SAP Material Groups:	30222102					
Estimated \$ Amount:	70000					
Length of EP:	1 year					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17110

Basis for the Emergency Purchase**Threat to public health, welfare, or safety****Identify the Threat:**

The 5 year banking contract that we had expired in September along with the 90 extension period. While we tried to bid the contract we didn't have any bids. Solutran's Legal Department is currently not allowing them to bid on any FMNP/SFMNP contract for more than a one year period. Our bid was for 5 years. The requirement for the FMNP/SFMNP bank is more than to process checks they must also provide a daily file with the farmer identification number on each check processed. This federal requirement eliminates the majority of banks from bidding on this type of contract. Since this is a seasonal program with checks only processed from June – December banks aren't willing to hire people to do this work.

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

Each program year this program has over 600,000 checks processed. In order to be able to administer the Farmers Market Nutrition Program (FMNP) and Senior Farmers Market Nutrition Program(SFMNP) food assistance programs we need to have a processing bank with the ability to process the checks and provide the required farmer information from each check processed. The processing bank needs to be in place in January so that the checks for the program can be printed and shipped to the agencies for distribution by the start of the program. Bank account information must be printed on each check.

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

If we don't have the processing bank in place in January we won't be able to print the checks, ship them and distribute them to using during the short season of this program. The time line for the program is according to federal regulation and corresponds with the growing season in Pennsylvania. (Checks can only be used to purchase Pennsylvania grown fresh fruits, vegetables and herbs) This would leave the over 300,000 recipients without this important source of food.

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:

Solutran is the existing vendor there contract expired 12/31/2020 4300484486. PDA issued an RFP for these services and received no responses.

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

Name:

Solutran Inc

Address:

13305 12th Ave, Minneapolis, MN 55441

Telephone #:

763-519-7200

SAP Vendor#:

365818

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.

Solutran is the existing vendor there contract expired 12/31/2020 4300484486. PDA issued an RFP for these services and received no responses. These services are essential to the operation of the SFMNP program and does not violate the procurement ban of 3.19.2020

- ☐ 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

Title:	Deputy Secretary	
Signature:	Cheryl Cook	Date: 01-14-21