

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 General Services				
Contact Person:	Nicole Moyer				
Contact Address:	555 Walnut Street Harrisburg PA 17101				
Contact Tel#:	717-346-3273				
Contact Email:	nicomoyer@pa.gov				
Description Of Material (or) Service (or) IT	Service	Services to secure Broadcast Satellite Maintenance, Equipment, for all Commonwealth Agencies, specifically PA Emergency Management Agency (PEMA) and the Department of General Services, Bureau of Commonwealth Media Services (CMS). This Contract will cover the requirements to provide a monthly maintenance program for emergency, preventative maintenance, repair services and replacement parts to maintain uninterrupted and efficient operation of the satellite communications systems.			
SAP Material Groups:	83111602				
Estimated \$ Amount:					
Length of EP:	90 Days				
Delivery Location:	City	Harrisburg/FIG	State	Pennsylvania	ZipCode 17101

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:

A protest prompted the review of the newly awarded contract for these services. Upon review of the contract it was determined that a new solicitation is required with corrected/revised bid documents.

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

Both Commonwealth Media Services and PEMA require the preventative maintenance and emergency repair services for their satellite equipment to maintain their equipment in efficient operating order.

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

If satellite equipment is not functioning, it would cause disruption to media broadcasts, and required emergency and standard press announcements and communications. eliminating the ability of the Commonwealth to effectively communicate important information to the public.

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:

Incumbent supplier while new IFB is issued.

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

Name:

Skyline Communications Inc

Address:

189 N US Highway 31, Whiteland, IN 46184

Telephone #:

317-223-3370

SAP Vendor#:

162223

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.

The supplier that held the most recent contract was selected to provide these emergency services as they are familiar with the equipment and have agreed to abide by the expired contracts term, conditions and pricing.

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:	Commodity Manager	
Signature:	Cheryl Kleeman	Date: 01-19-21