

## 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:	Pennsylvania State Police					
Contact Person:	Mary Kieffer					
Contact Address:	1800 Elmerton Ave Harrisburg PA 17110					
Contact Tel#:	717-705-5922					
Contact Email:	mkieffer@pa.gov					
Description Of Material (or) Service (or) IT	Material	Ammunition 45AUTO, and 223 REM.				
SAP Material Groups:	46101600					
Estimated \$ Amount:	66248					
Length of EP:	90 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17111

*Basis for the Emergency Purchase*

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

**Identify the Threat:**

Due to the lack of ammunition on state contract Basic Training Cadet Class 162 will not have enough ammunition on hand for their mandatory training that is required by policy to qualify to graduate.

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

This quantity of ammunition will be sufficient to support the ammunition requirement for the proposed 162nd cadet class. That would allow us to ensure we can maintain current supply for qualifications and other training (regardless of when we decide to do quals). Noted there's no guarantee Federal would be able to accept our order and supply ammunition by fall; and we may still run into a supply issue. As a long term customer, Sig is making every attempt to get us on the production schedule to supply it for Cadet Class #162.

Given the current status of availability, difficulty obtaining components, and what is certainly a fair quote given the demand, I'd suggest we move forward.

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

The ammunition is critical to have on-hand by Fall so its available for Basic Training Class 162 to qualify and graduate to be placed in the Field with the vast amount of retirees leaving PSP.

**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:**

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

Name: SigSauer

Address: 72 Pease Boulevard, Newington NH 03801

Telephone #: 603-610-3000

SAP Vendor#: 319829

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:**

Due to the shortage of ammunition, Sig Sauer was the only vendor to give us a quote and time frame of delivery.

**Funds have already been encumbered for this request (Yes/No):**

☒ **Yes** GGO funds  
☐ **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)**

Atlantic Tactical  
#4400017175 for PO 4300671477 on 9/30/2020.

**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.**

Sig Sauer the only vendor to give us the capability to purchase ammunitions

**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.**

<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input checked="" type="checkbox"/>	If none of the above is applicable, explain how the emergency supplier was selected.	Due to the shortage of ammunition on state contract 4400017175, PSP is seeking to purchase from Sig Sauer to replenish stock for Basic Training Cadet Class 162.

## 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

<b>Requesting Authority (Agency Head or Designee reviewing and approving this request)</b> <b>Requesting Authority signature connotes concurrence with the Agency EP request to procure the material and/or service</b>			
<b>Title:</b>	Director of Procurement & Supply		
<b>Signature:</b>	Thomas Teprovich	<b>Date:</b>	01-22-21