

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:	James (Ben) Huffine					
Contact Address:	555 Walnut Street Harrisburg PA 17101					
Contact Tel#:	717-346-3847					
Contact Email:	jahuffine@pa.gov					
Description Of Material (or) Service (or) IT	Service	Equipment Maintenance Program				
SAP Material Groups:	Equipment Maintenance Program					
Estimated \$ Amount:	1,500,000					
Length of EP:	6 months					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17101

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

This contract allows for the maintenance of equipment for various agencies such as DCNR, DOH, DLI and DGS. We currently participate on a cooperative procurement contract through the State of NY. New York as a new contract which was just issued and additional time is needed to complete the processing of the participating addendum and execute a new contract.

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

This contract allows for the maintenance of equipment for various COPA agencies. This equipment maintenance program provides maintenance, repair, and preventative maintenance services for vital equipment used by the agencies, including multiple state-owned and operated labs. Virtually all agencies have equipment which is needed for effective government operations, these operations would be diminished without properly maintained and functioning equipment.

State the consequence if the procurement is not done on emergency basis:	Vital agency equipment could become inoperable, not allowing agencies to provide the services they perform, many of which include criminal investigations, health lab testing, horse/harness racing compliance testing, and many other vital Commonwealth operations.
---	---

Indicate whether approval was obtained from DGS.	<u>If "Yes", provide the following:</u>	
	<input type="checkbox"/> Yes	a. Name of person granting approval:
	<input checked="" type="checkbox"/> No	b. Date of approval:

<input type="checkbox"/>	<i>Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods</i>
--------------------------	--

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

<i>For ALL EP's provide the following information:</i>

Brief description of selection process:	We currently participate on a cooperative procurement contract through the State of NY. New York has a new contract which was just issued and additional time is needed to complete the processing of a participating addendum and execute a new contract to participate once again.
--	--

Full supplier information (if known at time of submission of form)	Name:	The Remi Group LLC		
	Address:	6325 Ardrey Kell Rd, Suite 200, Charlotte NC 28277		
	Telephone #:	716-200-7655		
	SAP Vendor#:	305513	Total Amount	

<i>For EP's that are NOT a threat to public health, welfare, or safety, provide the following information</i>
--

Include a list of the solicited suppliers, their contact information, and their quotations:
--

Funds have already been encumbered for this request (Yes/No):	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> 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.

This EP is being requested to prevent a lapse in coverage due to circumstances outside of our control. Approval to participate on the new cooperative has been received by all parties and the new contract participating addendum is being drafted.



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:	Commodity Manager	
Signature:	Cheryl Kleeman	Date: 04-12-21