

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 Revenue					
Contact Person:	Mark Morrison					
Contact Address:	1147 Strawberry Square 11th Floor, Procurement Harrisburg PA 17128					
Contact Tel#:	717-705-6238					
Contact Email:	markmorris@pa.gov					
Description Of Material (or) Service (or) IT	IT	IBML Scanner Maintenance at Brookwood Street				
SAP Material Groups:	81112201					
Estimated \$ Amount:	115,302.30					
Length of EP:	90 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17128

Basis for the Emergency Purchase☐

Threat to public health, welfare, or safety

Identify the Threat:

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

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

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:

The previous contract for scanner maintenance was bid using an IFB. The IBML scanners use proprietary imbedded software and cannot be serviced by any other vendor. I was instructed by the Chief Procurement Officer to have the new contract submitted as a Sole Source. We have all required information ready to submit except the Terms & Conditions. IBML is currently working BIS and OCC to finalize them. The 3/15/21 deadline could not be met for a new Sole Source submission. We asked the Chief Procurement Officer for an extension, but it was not granted. Instead, we were instructed to submit an EP request.

**Why are those
circumstances outside of
the control of Agency?**

The Terms & Conditions of the Sole Source contract are still being finalized between the vendor, BIS and OCC. We could not meet the 3/15/21 deadline for a new Sole Source contract submission.

**Provide a brief explanation
for the urgent need:**

The scanners are utilized to process tax returns and related documents. In addition, the scanners process work for select agencies throughout the Commonwealth and will also be used to process checks and coupons for the Commonwealth of Pennsylvania. These scanners image over 4 million transactions or 40 million pages annually. The scanners require periodic maintenance, repairs, and updates to ensure efficient and timely processing of these documents. The IBML scanners are a vital part of the Department's goal to fairly, efficiently and accurately administer the tax laws and other revenue programs of the Commonwealth. Therefore, the maintenance on these scanners is equally important. IBML developed and manufactured the Image Trac III scanners and have spent years refining them to meet the needs of the Department. IBML has proprietary imbedded software (Soft Trac) within the scanner and should something or someone compromise the software the impacts would be far reaching. The complex nature of the IBML scanner requires a qualified technician certified to maintain the mechanical and electronic systems.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

This is the only known vendor that can provide this service.

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

Name:	Imaging Business Machines LLC	
Address:	2750 Crestwood Blvd, Irondale, AL, 35210	
Telephone #:	205-439-7195	
SAP Vendor#:	424405	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:

The only vendor that can service the equipment is: Imaging Business Machines LLC, 2750 Crestwood Blvd, Irondale, AL, 35210, 205-439-7195
The quotes are attached.

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

☒ Yes
☐ No

I spoke to Fiscal and they are aware of the cost

If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)

IBML has a current PO to service this equipment that expires on 4/30/21. PO #4300610347

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.

Yes, IBML developed and manufactured the Image Trac III scanners and have spent years refining them to meet the needs of the Department. IBML has proprietary imbedded software (Soft Trac) within the scanner and should something or someone compromise the software the impacts would be far reaching.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

IBML is the only vendor that can service these scanners. The complex nature of the IBML scanner requires a qualified technician certified to maintain the mechanical and electronic systems.

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

The current contract expires on 4/30/21. The scanners are utilized to process tax returns and related documents. In addition, the scanners process work for select agencies throughout the Commonwealth and will also be used to process checks and coupons for the Commonwealth of Pennsylvania. The IBML scanners are a vital part of the Department's goal to fairly, efficiently and accurately administer the tax laws and other revenue programs of the Commonwealth.

Are there compatibility requirements or compliance requirements? If yes, please explain.

No

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.

IBML has a current contract/PO that will be expiring on 4/30/21. This contract was put in place five years ago through an IFB. I sent a Notice of Forthcoming Procurement and BOP-125 to DGS October 2020. After review, the Chief Procurement Officer denied this request and said we should proceed with a Sole Source request. The vendor is in discussion with OCC and BIS concerning the Terms & Conditions of the SS contract. Because of this delay, we were unable to meet the 3/15/21 deadline to submit new SS requests. BIS contacted the Chief Procurement Officer to ask for an extension. The extension was denied, but we were instructed to submit an EP request.



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: Director Bureau of Fiscal Management

Signature: Soniya Marathe

Date: 04-14-21