

## 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:	All Using Agencies					
Contact Person:	Christopher Price					
Contact Address:	555 Walnut St. Harrisburg PA 17101					
Contact Tel#:	717-346-8188					
Contact Email:	chrisprice@pa.gov					
Description Of Material (or) Service (or) IT	IT	Enterprise Software Contract				
SAP Material Groups:	43230000					
Estimated \$ Amount:	12,000,000					
Length of EP:	6 months w/ 6 month renewal					
Delivery Location:	City	Statewide	State	Pennsylvania	ZipCode	17101

*Basis for the Emergency Purchase*

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

**Identify the Threat:**

Without the Enterprise Software Contract in place, agencies would not be able to add or renew software solutions which could affect public health, welfare, and or safety if current Commonwealth programs are not functional.

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

On March 19, 2020, the Governor's Office issued a General Purchasing Ban to limit spending of goods or services that are not critical to operations. The agency has determined through its internal approval process that this contract is absolutely critical to operations and the purchase does not violate the Governor's General Purchasing Ban. Additionally, the issuing agency conducted due diligence before issuing a solicitation via positive vendor affirmation and determined that there was sufficient competition due to the prevalence of teleworking allowing a preponderance of suppliers to have access to respond to the solicitation. The phased reopening of counties across the Commonwealth also allowed suppliers to respond to the solicitation in advance of execution of this Contract and work initiation dates. However, this does not alleviate agency responsibility to request approval to issue purchase orders against this Contract.

The ability to add or renew software solutions in order to keep Commonwealth programs operational.

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

Commonwealth internal and public facing programs may not be functional without the necessary software.

**Indicate whether approval was obtained from DGS.**

If "Yes", provide the following:

☒ Yes

a. Name of person granting approval:

Isaiah Adio

☐ No

b. Date of approval:

04-15-21

☐ ***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:**

Please reference the supplier information below.

<b>Full supplier information</b> (if known at time of submission of form)	Name:	CDW GOVERNMENT LLC		
	Address:	75 REMITTANCE DRIVE, DEPT 1515 CHICAGO, IL 60675		
	Telephone #:	866-833-0362		
	SAP Vendor#:	163101	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.**

Agencies are currently utilizing the existing contract number 4400018548. This contract will expire on 06/30/2021



**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:**

Associate Commodity Manager

**Signature:**

Thomas Schwartz

**Date:**

04-16-21