

## 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 Health				
Contact Person:	Lori Diehl				
Contact Address:	625 Forster Street Harrisburg PA 17120-0701				
Contact Tel#:	717-547-3294				
Contact Email:	ldiehl@pa.gov				
Description Of Material (or) Service (or) IT	Service	COVID-19 prevention activities of case investigation and contact tracing (and related functions) to protect the public health			
SAP Material Groups:	Staffing/Human Resources				
Estimated \$ Amount:	\$34,000,000.00				
Length of EP:	12 months, with two additional optional three-month renewal periods				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17120

## Basis for the Emergency Purchase



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

#### Identify the Threat:

In March of 2020, the first case of COVID-19 was confirmed in Pennsylvania. As of June 14, 2021, a total of 1,208,683 cases of COVID-19 were reported in Pennsylvania and 27,457 deaths in Pennsylvania were attributed to COVID-19. This is a global pandemic that has seen mutations of the virus resulting in more infectious variants.

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

Case investigation and contact tracing are core tenants of public health. With the COVID-19 virus, these activities are essential to prevent surges of illness and death, especially among our most vulnerable populations. As the virus continues to mutate and the long-term effectiveness of vaccines is unknown, case investigation and contact tracing are the first and strongest steps in halting disease progression in a population. Case investigation involves interviewing the person with COVID-19 to better understand: the risk factors that may have led to disease, type and onset of symptoms, workplace setting, and severity. Investigators also review laboratory data and other diagnostics submitted to the Pennsylvania Department of Health. Contact tracing is the outreach to exposed persons to alert them to the exposure and provide recommendations for seeking medical care or testing and instructions to quarantine. These actions stop further spread of the disease.

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

The contract with the current vendor is being terminated. To avoid a lapse in this critical public health service, it is imperative to bring on a new vendor immediately. The work performed under this contract will directly impact the case counts of COVID-19 in Pennsylvania.

**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:**

Two main factors were identified as critical to providing a sound solution within an expedited timeframe. The first is to bring on a vendor that has a proven track record in other jurisdictions, especially bordering states (to ensure an experienced level of service with a minimal learning curve), and the second is to secure a vendor that has already accepted the Commonwealth's contractual terms and conditions (to ensure expedited processing). After consultation with counterparts in other states as well as exploration of ITQ suppliers and registered PA suppliers, there was one vendor that stood out. With similar work successfully performed in six other states (including two border states) and already an ITQ supplier and registered PA supplier, Public Consulting Group LLC is the recommended vendor.

<b>Full supplier information</b> (if known at time of submission of form)	Name:	Public Consulting Group LLC		
	Address:	148 State Street, 10th Floor, Boston, Massachusetts 02109		
	Telephone #:	617-426-2026		
	SAP Vendor#:	193721	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.	No.
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	The contract with the current vendor is being terminated. To avoid a lapse in this critical public health service, it is imperative to bring on a new vendor immediately. The work performed under this contract will directly impact the case counts of COVID-19 in Pennsylvania.
If timing is a factor, what is the time factor and why? If yes, please explain.	The current contract for this service ends on June 18, 2021. This is a critical public health service for which any lapse in service could impact the number of case counts and potentially deaths attributed to COVID-19 in Pennsylvania.

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.**

<input type="checkbox"/>	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.	Two main factors were identified as critical to providing a sound solution within an expedited timeframe. The first is to bring on a vendor that has a proven track record in other jurisdictions, especially bordering states (to ensure an experienced level of service with a minimal learning curve), and the second is to secure a vendor that has already accepted the Commonwealth's contractual terms and conditions (to ensure expedited processing). After consultation with counterparts in other states as well as exploration of ITQ suppliers and registered PA suppliers, there was one vendor that stood out. With similar work successfully performed in six other states (including two border states) and already an ITQ supplier and registered PA supplier, Public Consulting Group LLC is the recommended vendor.

## *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**

<b>Title:</b>	Agency Head Designee	
<b>Signature:</b>	Lori Diehl	<b>Date:</b> 06-22-21