

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 Military and Veterans Affairs					
Contact Person:	Matthew Bevan					
Contact Address:	Bldg. 11-19 Anville PA 17003					
Contact Tel#:	570-691-6374					
Contact Email:	mbevan@pa.gov					
Description Of Material (or) Service (or) IT	Material	Skydex Military Mattresses				
SAP Material Groups:	56101508					
Estimated \$ Amount:	\$137,000.00					
Length of EP:	Need PO by Sept 20th, 2021					
Delivery Location:	City	Anville	State	Pennsylvania	ZipCode	17003

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 procurement Sole Source process and chain of approvals will surpass a deadline to execute funds within a Federal fiscal year deadline. 9/30/2021.

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

The process (can be as long as 6 months was indicated) has lagged in terms steps, approvals, board meetings to satisfy a 9/30/2021 deadline.

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

These mattresses are proprietary in design and specific for military barracks use. The SKYDEX Mattress features a modular design that outperforms and outlasts traditional mattresses. The SKYDEX Mattress features four components that are easy to assemble and disassemble for cleaning between users, resulting in better hygiene and a clean to combat the COVID 19 virus while providing a comfortable place to sleep.
In addition, DMVA will lose \$137,000.00 supplied from a federal budget line item.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

This originated as a sole source.
TITLE: Sole Source Procurement for 166th Regiment, SKYDEX Military Mattresses
SHOPPING CART: 12553194
NFP # (Notice of Forthcoming Procurement): 119206
SOLE SOURCE JUSTIFICATION #: 42838

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

Name:

SKYDEX

Address:

12508 E. Briarwood Ave. Suite 1-F, Centennial, CO 80112

Telephone #:

303-790-4003

SAP Vendor#:

512604

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:**

Not applicable - this is a sole source.

**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)	This originated as a sole source. TITLE: Sole Source Procurement for 166th Regiment, SKYDEX Military Mattresses SHOPPING CART: 12553194 NFP # (Notice of Forthcoming Procurement): 119206 SOLE SOURCE JUSTIFICATION #: 42838
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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.	They are the only manufacturer of this product.
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	The funds will be lost. The solo source was initiated in June 2021.
If timing is a factor, what is the time factor and why? If yes, please explain.	The funds will be lost. The solo source was initiated in June 2021.
Are there compatibility requirements or compliance requirements? If yes, please explain.	Not applicable.

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

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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:	LTC Daneen Hutton	
Signature:	Posting this on behalf of LTC Hutton (Matt Bevan	Date: 09-15-21