

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 Human Services "prior DPW" | | | | | |
| Contact Person: | Mark Sanders | | | | | |
| Contact Address: | 625 Forster Street Harrisburg PA 17120 | | | | | |
| Contact Tel#: | 717-346-1420 | | | | | |
| Contact Email: | marssande@pa.gov | | | | | |
| Description Of Material (or) Service (or) IT | Service | Emergency Rental Assistance Program (ERAP) Technical Assistance | | | | |
| SAP Material Groups: | 80101600 | | | | | |
| Estimated \$ Amount: | \$4,000,000 | | | | | |
| Length of EP: | 4 months | | | | | |
| Delivery Location: | City | Harrisburg | State | Pennsylvania | ZipCode | 17120 |

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

The Emergency Rental Assistance Program (ERAP1) was authorized by PA Act 1 of 2021 and the federal Consolidated Appropriations Act of 2021. These funds are to assist those affected directly by the COVID-19 pandemic through providing funding for certain past, current and future rent, rental arrears, utilities and housing stability services. The funds from ERAP1 must be spent by September 30, 2022.

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

With the need to obligate funds in such an expeditious manner to avoid a federal government pull back and to ensure full state spend of ERAP1 funds by September 30, 2022, DHS needs assistance in providing support for the counties responsible for the administration of ERAP1. This vendor will be tasked with providing technical assistance and other support needed in aiding counties to spend funds accurately and efficiently. The COVID-19 pandemic affected the housing security of Pennsylvanians in many ways. ERAP1 program funds are paramount to ensuring qualifying citizens affected by this devastating virus have stability in this aspect of their lives. This vendor assistance will eliminate the unwanted action of the federal government recouping ERAP1 funds from the Commonwealth and denying this needed benefit to our citizens.

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

The Commonwealth is at risk of recoupment of funds allocated to the state by the federal government if our funds are not obligated by March 31, 2022. Pennsylvania citizens who have been affected directly by the COVID-19 pandemic would not effectively and efficiently receive funding for certain past, current and future rent, rental arrears, utilities and housing stability services.

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:

| | | | |
|---|--------------|---|--------------|
| Full supplier information (if known at time of submission of form) | Name: | Guidehouse Inc. | |
| | Address: | 1735 Market St # 2210, Philadelphia, PA 19103 | |
| | Telephone #: | 650-339-3601 | |
| | SAP Vendor#: | 538267 | 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.

Guidehouse possesses the expertise needed to provide technical assistance to DHS to effectively and efficiently distribute ERAP funds. Guidehouse will add value to our County Assistance Offices by providing a rapid assessment of our current circumstances, technical assistance and training, individual county evaluation, data collection and reporting support, and technical assistance on best practices. This assistance is greatly needed in order for our counties to provide Pennsylvania citizens who have been affected directly by the COVID-19 pandemic to receive funding for certain past, current and future rent, rental arrears, utilities and housing stability services.

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

Yes, The Commonwealth is at risk of recoupment of funds allocated to the state by the federal government if our funds are not obligated by March 31, 2022.

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

Yes, DHS requires technical assistance to interpret and apply federal regulations from the statutes and guidance that govern the Federal ERAP.

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.

☐

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.

Guidehouse is currently providing pandemic relief-related grant and program support to clients in 35 states. It is critical to get this funding out through the counties to assist the citizen of Pennsylvania.

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:

Bureau Director

Signature:

Deshawn Lewis

Date:

1-27-22