

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	Pandemic Electronic Benefits Transfer (P-EBT) Support Services				
SAP Material Groups:	80101600					
Estimated \$ Amount:	\$18,524,159					
Length of EP:	Until 12/31/2023					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17120

Basis for the Emergency Purchase

**Threat to public health, welfare, or safety****Identify the Threat:**

The Pandemic Electronic Benefit Transfer (P-EBT) program was established in response to the COVID-19 pandemic to ensure children who could not attend school due to COVID-19 related reasons received a corresponding benefit because they could not receive Free or Reduced-price meals through the National School Lunch Program. The program is being reauthorized to cover the 2021-2022 school year. And, because the Public Health Emergency extends into July 2022, P-EBT can extend to the 2022-2023 school year as well. Issuances for P-EBT will occur through September 2023 with completion activities through December 2023. As a condition of approval, the Department of Human Services (DHS) must provide a method for parents to resolve the number of days reported by the schools if they feel that the school under-reported the number of absences due to COVID-19, in addition to other customer service needs. The current staff providing customer service is not adequate to meet this requirement and DHS does not have alternate staff available.

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

DHS must provide a method for parents to resolve the number of days reported and provide customer service to parents as a condition of approval for P-EBT for the 2021-2022 and the 2022-2023 school years. In addition, DHS needs assistance in providing customer service to answer questions, complaints relative to P-EBT and to address inquiries received from outside entities. Previous issuances have resulted in thousands of calls per day.

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

If this procurement is not completed, DHS will not be able to offer an opportunity for parents to resolve the number of days reported by schools, as required by the Federal Government plan approval. Without approval, DHS will not be able to issue P-EBT benefits to otherwise eligible students resulting in a loss of approximately \$518,207,840.52 in federal benefits to families in the commonwealth.

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:		Due to the urgent need for the contractor and the complexity of the P-EBT program, DHS reached out to other states to determine which were already using a contractor to provide P-EBT assistance and which were previously providing customer service using staff. Based on the research, this contractor was highly recommended.	
Full supplier information (if known at time of submission of form)	Name:	Accenture	
	Address:	2005 Market St., 15th Floor, Philadelphia, PA 19103	
	Telephone #:	814-571-8975	
	SAP Vendor#:	170276	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.

The contractor must be prepared to start taking P-EBT requests by the end of July 2022. This deadline is in alignment with when the 2021-2022 School Year P-EBT will begin to be issued and once benefits begin, DHS will see a large volume of calls and other contacts from parents and the contractor must be in place to handle this influx. There is the need to ensure families receive payments as soon as possible. The delay in the state plan is due to several factors including awaiting the final guidance to be received from FNS. Providing P-EBT to families will help ensure that children have access to adequate nutrition.

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.

☐

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.

Due to the urgent need for the contractor and the complexity of the P-EBT program, DHS reached out to other states to determine which were already using a contractor to provide P-EBT assistance and which were previously providing customer service using staff. Based on the research, this contractor was highly recommended.

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

Signature: DeShawn Lewis

Date: 06-09-22