

## 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:	Labor & Industry				
Contact Person:	Terri Parry				
Contact Address:	651 Boas St Rm 205 Harrisburg PA 17121				
Contact Tel#:	717-214-4130				
Contact Email:	tparry@pa.gov				
Description Of Material (or) Service (or) IT	Service	Pre Sort Mail Services			
SAP Material Groups:	78100000				
Estimated \$ Amount:	5000.00				
Length of EP:	30 Days				
Delivery Location:	City	Scranton	State	Pennsylvania	ZipCode 18503

## Basis for the Emergency Purchase



## Threat to public health, welfare, or safety

## Identify the Threat:

The Department of Labor and Industry's (DLI) current Emergency Purchase Order expires 6.30.22. The DLI has repeatedly been unsuccessful awarding the service since the original Pre Sort Mail Service contract expired.

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

The State Workers' Insurance Fund (SWIF) has a need for mail presort services to mail letters such as daily communications, payments, insurance benefits, fraud cases, an legal documents to the SWIF insured, stakeholders and other partners. In addition, the volume of pre sort mail is going to increase significantly with the addition of new mail work being produced out of the Scranton State Workers' Insurance (SWIF) office

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

Untimely mailings may result in delayed activities associated with medical insurance claims and payments to individuals insured by the SWIF9

**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:**

Mailroom Systems was awarded contract #4400026491, which is currently awaiting approval from the Attorney General's office. Pitney Bowes holds the current EPO award until 6.30.22. DLI would like to have Mailroom Systems start work on 7.1.22 via an EPO until the contract is approved.

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

Name:

Mailroom Systems Inc.

Address:

340 Buttonwood St Reading, PA 19611-1116

Telephone #:

610-637-5109

SAP Vendor#:

362337

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.

☐

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

C#4400026491 is currently awaiting approval by the Attorney Generals Office. Current EPO will expire on 6.30.22.



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:**

Procurement Manager

**Signature:**

Lori Micheals

**Date:**

06-24-22