

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 Agriculture | | | | | |
| Contact Person: | Sheila Strubhar | | | | | |
| Contact Address: | 2301 North Cameron Street Harrisburg PA 17110 | | | | | |
| Contact Tel#: | 717-787-1467 | | | | | |
| Contact Email: | sstrubhar@pa.gov | | | | | |
| Description Of Material (or) Service (or) IT | Service | Disposal of infected animal waste at the anaerobic digester. | | | | |
| SAP Material Groups: | Infected animal waste disposal | | | | | |
| Estimated \$ Amount: | 20000 | | | | | |
| Length of EP: | 30 Days | | | | | |
| Delivery Location: | City | Mifflintown | State | Pennsylvania | ZipCode | 17059 |

Basis for the Emergency Purchase

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

Highly pathogenic avian influenza (HPAI) is a more virulent and aggressive form of AI affecting mostly wild birds. H5/H7 HPAI viruses are the most dangerous to birds and can sometimes spread to poultry when the virus mutates and becomes more easily spread. The last notable outbreak of a dangerous HPAI strain in the US occurred in the winter of 2014-15 and greatly affected both the meat turkey and egg layer industry, decreasing US table egg production by 10%. This outbreak was contained to a few states – mostly Minnesota and Iowa in the Midwest – but this year a HPAI H5N1 strain, spread by wild birds, is popping up in states all over the country, including major commercial outbreaks in Maryland and Delaware near the PA border. Control zones for surveillance from the MD/DE outbreaks actually overlap into PA, so while the strain has not yet been detected here, it is very close and already affecting PA producers due to movement restrictions imposed within control zones.

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

Disposal of infected animal waste at the anaerobic digester from infected Chester County Farms

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

The goal when responding to a HPAI detection in poultry, especially commercial birds, is to depopulate the premises of all poultry within 24 hours of detection to reduce the spread of the virus to nearby farms. This is especially crucial in PA's high density poultry areas like Lancaster County, which is the most densely populated county for egg production in the country. If we cannot respond quickly to an outbreak with the large-scale resources needed – some of these farms have bird numbers in the millions – we risk the outbreak spreading quickly and unnecessarily to nearby premises and creating a much wider problem that will be exponentially more difficult and expensive to address as the spread occurs. Due to the wide spread of this year's HPAI outbreak in the US, USDA resources are severely strained, increasing the importance of the commonwealth procurement process due to the risk of USDA resources not being deployed either in a timely manner or at all. Many states affected have to explore contingencies where USDA resources are either slow to develop or that may never arrive due to more urgent demands in other states.

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: | | Reinford farms has the ability to dispose of this infected animal into their digester as opposed to using a landfill. | |
| Full supplier information (if known at time of submission of form) | Name: | Reinford Farms | |
| | Address: | Mifflintown, PA 17059 | |
| | Telephone #: | 717-363-3633 | |
| | SAP Vendor#: | 551403 | 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
- ☐ 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: Chief, Contracts & Procurement

Signature: Sheila Strubhar

Date: 03-14-23