

## 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:	Sherry L Cover				
Contact Address:	8 Opportunity Dr Loysville PA 17047				
Contact Tel#:	717-789-5508				
Contact Email:	scover@pa.gov				
Description Of Material (or) Service (or) IT	Service	Provide additional bed space in a secure, residential treatment facility setting for youth that are adjudicated delinquent and court-ordered for placement.			
SAP Material Groups:	93131803				
Estimated \$ Amount:	2,000,000				
Length of EP:	12 months				
Delivery Location:	City	Pittsburgh	State	Pennsylvania	ZipCode 15222-4776

## Basis for the Emergency Purchase



### Threat to public health, welfare, or safety

Identify the Threat:	Court-adjudicated youth waiting in detention centers for placement due to lack of bed space in secure Commonwealth facilities.
Provide a brief explanation of the need for the material and/or service:	The Juvenile Act dictates that if the facility reaches a point of capacity, the facility must make equivalent services and/or facilities available to children.
State the consequence if the procurement is not done on emergency basis:	Due to the amount of youth awaiting placement, this may also result in unsafe situations in residential treatment facilities.

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:

The program reached out to all of the privately operated and owned facilities in the state. One facility was interested, and the facility has utilized their services. However, the facility need is much greater. This vendor was the only other interested party the facility could find after expanding the search nationwide.

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

Name:

Cornell Abraxas Group LLC

Address:

2840 Liberty Ave Ste 300, Pittsburgh PA 15222

Telephone #:

SAP Vendor#:

171024

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.**

The facility attempted to get multiple quotes but only one vendor expressed interest in providing the services.

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

Yes. The YDC/YFC facilities currently have a waitlist of over 50 youth (state-wide) that are awaiting placement in one of these facilities. The rehabilitation these youth need and the time they are ordered to serve by the courts does not begin until they are in a YDC/YFC facility. The YFC/YDCs have consistently remained at or above capacity since mid to late 2022. As of July 14, 2023, a Commonwealth Court Judge ordered that the state take an additional 25 youth from Philadelphia in the next 30 days.

**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:	BPCM Director	
Signature:	Ally Wullbrandt	Date: 4/8/2024