

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 Corrections					
Contact Person:	John Trout					
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050					
Contact Tel#:	717-728-4054					
Contact Email:	johtrout@pa.gov					
Description Of Material (or) Service (or) IT	Material	Wheelchair Vans				
SAP Material Groups:	25100000					
Estimated \$ Amount:	976666.00					
Length of EP:	60 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17103

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

DOC is in need of 13 wheelchair vans for facility transport. Current vehicles have excessive mileage and repair costs which impact usability. Inadequate transportation will result in missed inmate medical appointments or court appearances and significantly restricts the DOC's ability to perform inmate care functions.

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

Due to aging population, additional wheelchair units are required for essential job functions throughout our agency, to secure and ensure medical needs of population are met and held at agency standards. Excessive mileage and repair costs due to daily use has made it a safety issue for inmates and employees to utilize the current units.

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

inadequate transportation will result in missed inmate medical appointments or court appearances and significantly restricts the DOC's ability to perform inmate care functions. DOC must have the ability to react quickly to purchase available vehicles due to the significant supply chain shortages and lack of inventory.

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:

Vendor has vehicles in stock and available for expedited delivery. DOC has successfully dealt with this vendor in the past for dealing with acquisition of wheelchair vans.

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

Name:

Rich's Automotive

Address:

1340 Clarion Street, Reading PA 19601

Telephone #:

610-376-4045

SAP Vendor#:

0000555053

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.

yes, there is a significant supply chain shortage for this type of vehicle. This vendor currently has vehicles available to be upfitted and delivered. The contract vendor will be used for the purchase of 8-9 units on fixed asset replacement requests, however, the vehicles can take over a year to get. The vehicles requested in this EP are available for immediate pickup and are urgently needed by the DOC. These vehicles are not readily available from statewide contract.

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.

There is a significant supply chain shortage for this type of vehicle. These vehicles are not readily available from statewide contract.

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

Yes, vans must be wheelchair accessible.

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:	Division Chief, Administrative Services	
Signature:	Amanda Wasko	Date: 04-12-24