

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 Community and Economic Development					
Contact Person:	Sharon Curtin					
Contact Address:	400 North Street, 4th Floor Harrisburg PA 17120					
Contact Tel#:	717-720-7354					
Contact Email:	scurtin@pa.gov					
Description Of Material (or) Service (or) IT	Service	Vendor to provide Digital and Influencer Marketing between May 1st and June 30,2 2024 when the awarded contract to DCI becomes effective.				
SAP Material Groups:	Public Relations					
Estimated \$ Amount:	64812					
Length of EP:	60 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17120

Basis for the Emergency Purchase☐

Threat to public health, welfare, or safety

Identify the Threat:

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

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

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:

The agency of record stated they cannot provide the services listed within the attached SOW from DCI. The vendor of record currently is in charge of our PR/Creative services for DCED will not be continuing services effective 7.01.2024. The vendor on record is currently transitioning work and have "refused" to take on this new project since they will no longer be responsible for this account. DCI will be the vendor on record as of 7.01.2024 for the Public Relations work.

**Why are those
circumstances outside of
the control of Agency?**

The agency on record is refusing to do the work without further funding or extension of contract.

**Provide a brief explanation
for the urgent need:**

We need to have these services to be represented to have a successful presence in the tourism industry and waiting till July 1st will put our tourism industry at a disadvantage. This PO will bridge the gap between the current PO with Tierney and the new award.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Choose the new contract awardee for the Public Relations RFP that is being awarded.

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

Name:

DCI

Address:

215 Park Avenue South, Suite 1403; New York, NY 10003

Telephone #:

303-627-0272

SAP Vendor#:

555278

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:**

DCI as mentioned above

**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)

Tierney had the contract for the past 10+years. RFP recently closed and the contract is routing for approvals.

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, the awarded contractor will be continuing this work.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

The new contract begins 7.01.2024 with DCI.

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

Desire is to have the EPO start ASAP to start this process.

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

The current vendor on record will not take on this additional work since it is not part of the existing contract, and the work is part of the new contract which begins 7.01.2024. To have continuity, DCI would be the best option to start the new task and continue it though the life of the new contract.

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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:	Deputy Secretary for Administration	
Signature:	Kevin Rowland	Date: 04/22/2024