

## 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:	Lisa Maiorana, Assistant Counsel					
Contact Address:	Commonwealth Keystone Building, 4th Floor, 400 North Street Harrisburg PA 17120					
Contact Tel#:	717-720-7330					
Contact Email:	lmaiorana@pa.gov					
Description Of Material (or) Service (or) IT	Service	Act 47 (Municipalities Financial Recovery Act) Coordinator consultant services				
SAP Material Groups:	84101702					
Estimated \$ Amount:	211,465					
Length of EP:	90 Days					
Delivery Location:	City	Shamokin	State	Pennsylvania	ZipCode	17872

*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:**

Pursuant to the Municipalities Financial Recovery Act (53 P.S. § 11701.101 et. seq.) (the "Act"), the Department has designated the City of Shamokin as distressed. The Act requires the Department to appoint a coordinator within 30 days of the designation. Section 221(c) of the Act exempts Coordinator contracts from the competitive bid process.

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

The Act establishes the 30 day timeframe for the appointment of a Coordinator.

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

Pursuant to Section 242(a) of the Act, the Coordinator must, within 90 days of an executed contract between the Department and the coordinator, formulate a plan for relieving the municipality's financial distress.

## *Information Required*

***For ALL EP's provide the following information:***

**Brief description of selection  
process:**

The Act exempts Coordinator contracts from the competitive bid process.

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

Name:

Stevens & Lee, PC

Address:

P.O. Box 679, Reading, PA 19603-0679

Telephone #:

717-399-6621

SAP Vendor#:

121056

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:**

N/A

**Funds have already been  
encumbered for this request  
(Yes/No):**

☒ Yes

Funding will be taken from the Act 47 line item.

☐ 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)	N/A
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**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.	N/A
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	Act 47 exempts Coordinator contracts from the competitive bid process and the appointment must be made within 30 days of the distressed designation.
If timing is a factor, what is the time factor and why? If yes, please explain.	The Act requires the appointment of a coordinator within 30 days of the distressed designation.
Are there compatibility requirements or compliance requirements? If yes, please explain.	No

**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.**

<input type="checkbox"/> To extend a current contract with the current contractor to prevent a lapse in contracted services.
<input type="checkbox"/> 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**

<b>Title:</b>	Acting Deputy Sec. for Community Affairs and De		
<b>Signature:</b>	Michael Cortez	<b>Date:</b>	07-23-14