

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:	Beth Procopio					
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050					
Contact Tel#:	717-728-3914					
Contact Email:	blprocopio@pa.gov					
Description Of Material (or) Service (or) IT	Service	Pharmacy services for the Department of Corrections				
SAP Material Groups:	73101700					
Estimated \$ Amount:	49,000,000					
Length of EP:	1 year or until a new contract is fully executed					
Delivery Location:	City	Mechanicsburg	State	Pennsylvania	ZipCode	17050

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:

This contract is critical to the operation of the DOC and to the health and welfare of its inmates. The DOC has two major health care contracts due to expire in 2015 (Health Care Services and Pharmacy) and does not have the needed resources to devote to the procurement process of both contracts at the same time. Granting an EP for the pharmacy contract it will allow the DOC to concentrate on the procurement of the Health Care Services contract and then devote its time and staff to the procurement of the pharmacy contract.

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

The original Health Care Services contract was amended to end on 8/31/2014, which forced the DOC to request EP approval to bridge the gap between the expiring contract and the completion of a new contract. The resulting EP is due to expire within the same time frame as the DOC's pharmacy contract. The timing of the expiration of both contracts is beyond the control of the Agency. Due to the complex nature of both contracts and since both contracts involve health care services, the DOC does not have the needed resources necessary for the procurement process for two major contracts at the same time.

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

The current Diamond contract expires 7/31/15 and the DOC must have a contract in place to procure the necessary medication for inmates. The DOC has no other means of obtaining medicines without a contract in place.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

The vendor selected holds the current contract for Pharmacy services.

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

Name:

Diamond Drugs, Inc, dba Diamond

Address:

645 Kolter Dr, Indiana, PA 15701

Telephone #:

724-349-1111

SAP Vendor#:

147665

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:**

The selected vendor holds the current contract and it is not feasible to solicit other vendors for this EP request.

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)

This service is currently being provided under contract 4400007074, which was procured through the RFP process.

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.

While other vendors may be capable of providing these services, due to the complex nature and the scope of the services to be provided, it is not feasible to select a vendor through a simple procurement process. It is also very difficult to switch vendors for a short period of time.

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

The current contract expires 7/31/15 and we need to know that services can continue past this date.

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.

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To extend a current contract with the current contractor to prevent a lapse in contracted services.

Due to the amendment ending the health care services contract, both the DOC's healthcare services contract and the pharamcy contract are set to expire within a few months of each other. The DOC does not have the resources to work on the RFP process for two major contract at the same time.

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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

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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

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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, Div of Administrative Services	
Signature:	Beth Procopio	Date: 09-19-14