

## 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:	Toni Hoffecker					
Contact Address:	625 Forster St. Harrisburg PA 17120					
Contact Tel#:	717-772-7764					
Contact Email:	thoffecker@pa.gov					
Description Of Material (or) Service (or) IT	Service	Training & Technical Assistance				
SAP Material Groups:	Services					
Estimated \$ Amount:	1650000					
Length of EP:	180 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:**

ODP began working with DPW support staff on the re- procurement of Training & Technical Assistance services in October of 2012. In April of 2013 DGS acquired delegation over this RFP. In July 2013 it was decided that the website components of the current services would be carved out into one Training Platform and this would be delegated to OA/IT to work on. Lots 1 and Lot 2 of the Training & Technical Assistance RFP would remain with DGS.

The contract for Lot 2 has been fully executed and we are working with DPW support staff to create the PO. Lot 1 and the Training Platform are currently in the negotiation stage. All of these contracts will require a 3 month transition period once the new vendors start.

Our existing Training and Technical Assistance contracts expire on September 30, 2014. We began the process of developing amendments to the existing IGAs in July with the intent to extend the end dates to cover the necessary transition periods. The amendments are still going through the signature process and will not be completed by October 1, 2014.

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

The RFP schedules were developed by DGS and OA/IT. Coordinating the posting and evaluation of the three distinct pieces extended the timeframe longer than we initially anticipated. We also ran into delays with the Training Platform RFP needing to be posted for longer than originally planned because part of the cost sheet was not included in the original posting. Having demonstrations from the Training Platform bidders also added another month onto the timeframe.

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

Tuscarora Intermediate Unit #11 (TIU) provides the DPW/Office of Developmental Programs (ODP) with training and technical assistance that is necessary to the operation of Medicaid Waivers for individuals with developmental disabilities. Disruption in this support could negatively impact the quality of services providing to people with developmental disabilities and could jeopardize ODP's compliance with the Centers for Medicaid and Medicare Services (CMS) requirements. More than 700 licensed providers utilize the training to meet basic licensing requirements. A disruption of service could jeopardize license status. The training and technical assistance currently being provided also includes the provision of training and licensure process for Behavioral Specialists that is mandated by Act 62. A disruption of service would lead to Behavioral Specialists not being licensed and to ODP being out of compliance with the law.

## ***Information Required***

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

**Brief description of selection  
process:**

<b>Full supplier information</b> (if known at time of submission of form)	Name:	TIU #11		
	Address:	2527 US Highway 522 South, McVeytown, PA 17051		
	Telephone #:	814-542-2501		
	SAP Vendor#:	145003	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)**

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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.**

To limit the disruption to the developmental disabilities service system, we need to continue existing services until the new contracts have been fully executed and transitioned.

<b>Explain why it is not practical to obtain two or more quotes for this emergency procurement.</b>	To limit the disruption to the developmental disabilities service system, we need to continue existing services until the new contracts have been fully executed and transitioned.
<b>If timing is a factor, what is the time factor and why? If yes, please explain.</b>	Our existing Training and Technical Assistance contracts expire on September 30, 2014. It is critical that we do not have a disruption in services as that would jeopardize our compliance with federal and state requirements, and would negatively impact the ability of small businesses to obtain licensures and ultimately impact the quality of services being provided to individuals with developmental disabilities.
<b>Are there compatibility requirements or compliance requirements? If yes, please explain.</b>	Continuity of services is critical.

**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 checked="" type="checkbox"/>	<b>To extend a current contract with the current contractor to prevent a lapse in contracted services.</b>	To limit the disruption to the developmental disabilities service system, we need to continue existing services until the new contracts have been fully executed and transitioned.
<input type="checkbox"/>	<b>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</b>	
<input type="checkbox"/>	<b>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</b>	
<input type="checkbox"/>	<b>If none of the above is applicable, explain how the emergency supplier was selected.</b>	

## *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>	Director of Procurement		
<b>Signature:</b>	Daniel R. Boyd	<b>Date:</b>	09-30-14