

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:	Patricia A. Woods					
Contact Address:	555 Walnut Street, 6th Floor Forum Place Harrisburg PA 17101					
Contact Tel#:	717-783-7706					
Contact Email:	pawoods@pa.gov					
Description Of Material (or) Service (or) IT	Service	NIS/Case-Mix Reimbursement System				
SAP Material Groups:	Funds Commitment Document					
Estimated \$ Amount:	\$649,998					
Length of EP:	90 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17101

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:

Due to a change in staffing within OLTL, the HR Labor Relations was overlooked until the contract was due to expire. The Labor Relations information has been submitted for review. Until the Labor Relations has been approved we will not be able to forward the contract through the signature process.

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

The Office of Long Term Living (OLTL), Bureau of Finance has been down 3 employees: the Chief Financial Officer, the Division Director and a Budget Analyst since the end of summer 2014. The 2 remaining employees were unaware that a Labor Relations form had to be done to procure the new contract. This information came too late to have the Labor Relations approval in place before the end of the contract.

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

Without the emergency procurement there will be a lapse in service. This contract provides critical services to the Commonwealth and a lapse in service will cause a hardship for OLTL and nursing facility providers.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Full supplier information (if known at time of submission of form)	Name:	Myers and Stauffer LC		
	Address:	6380 Flank Drive, Ste 100, Harrisburg, PA 17112		
	Telephone #:	317-846-9521		
	SAP Vendor#:	165354	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)

RFP 13-13

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.

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

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.

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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

☐

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:	DHS Director of Procurement	
Signature:	Daniel R. Boyd	Date: 03-18-15