

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:	Pennsylvania Board of Probation and Parole					
Contact Person:	Cheryl O'Hara					
Contact Address:	1101 S. Front Street Harrisburg PA 17109					
Contact Tel#:	717-787-5699					
Contact Email:	cohara@pa.gov					
Description Of Material (or) Service (or) IT	Service	Lodging for BTA County Staff				
SAP Material Groups:	90110000					
Estimated \$ Amount:	34650.00					
Length of EP:	30 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17104

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:

PA Board of Probation and Parole conducted an IFB for hotel lodging 6100033259, we only received one response from Hospitality Association of Harrisburg, 199020. When performing the CRP check it was determined this vendor has an outstanding obligation therefore the contract could not be awarded. Due to the timeframe we cannot follow the formal competitive procedure. This training must occur during these dates, therefore lodging is needed for April 12-16, April 19-23, April 26-30.

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

The Agency had no control over who bid on the contract nor that the only bidder had a CRP obligation.

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

PA Board of Probation and Parole train the County Probation officers. Trainers are booked to conduct the training during the month of April.

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: Wyndam Garden Hotel

Address: 765 Eisenhower Blvd

Telephone #: 717-558-9500

SAP Vendor#: 207291

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:**

Wyndam Garden Hotel \$77 per night.
Sheraton \$104.34 per night

**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)

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.

☐

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

☐

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:	Administrative Officer	
Signature:	Deborah Carpenter	Date: 03-27-15