

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:	Lawanza L. Poteat				
Contact Address:	625 Forster Street, 425C Health & Welfare building Harrisburg PA 17105				
Contact Tel#:	717-787-7056				
Contact Email:	lpoteat@pa.gov				
Description Of Material (or) Service (or) IT	Service	The Department of Human Services, Office of Income Maintenance requires employment verification of clients seeking assistance of Cash, Medical, and Food Stamp benefits. In addition these services allow the Bureau of Child Support Enforcement to locate child support defendants and increase child support collections by acquiring recent employment data.			
SAP Material Groups:	93141806				
Estimated \$ Amount:	477,000				
Length of EP:	3 months, 1, 3 mo opt to renew				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17105

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:

A lapse in service greatly reduces our need for turnaround time in making determination for clients who may be eligible to receive assistance for Cash, food stamps, etc. This system allows for the timeliness required for the proper feedback to the clients.

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

DHS does not have another source that has the ability to provide real time employer payroll data.

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

Clarity in the use of the system has been one of the biggest delays in getting a contract in place. Due to ongoing talks about the expectation of the contract moving forward, the delay in agreement has hampered our establishing a contract in the time to get approvals through the contract approval process. For example, we began integrating our systems in August of 2014. From this integration, that was to take five months to become fully integrated, the interface was to allow reduction of website access, and provide the real-time data from the TALX system directly. However, the interface did not work properly. One of the reasons for the integration was to allow for the reduction in the number of staff who have access to the system, which the assumption is if you eliminate the excess access (anyone who has access to the web in the program office) to only the users who enter request in the system through the interface (an identified select group of staff), it reduces the duplicate requests, identifies those who may use the system for outside of the contract specifications, and allows for streamlining of the process. DHS' technology supplier has not finalized the kinks in the system in order to identify the select group of staff who will use the system. Access to the system would remain open through the website causing the talks regarding the contract to extend in order to determine how moving forward, DHS and TALX can come up with realistic numbers for a contract when it will downsize drastically. The services are vital to OIMs operations for many Bureaus within the Office of Income Maintenance. To have this contract lapse would be a major set back in productivity. A timeline has been attached for review.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Supplier is a single source supplier (current) that DHS has obtained services through for the last five years. Additionally, DHS has integrated their systems to have an interface that allows real time employment verification data from the TALX system.

Full supplier information (if known at time of submission of form)	Name:	TALX Corporation, DBA TALX The Work Number		
	Address:	11432 Lackland Rd		
	Telephone #:	888-577-1999		
	SAP Vendor#:	315785	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
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Funds have already been encumbered for this request (Yes/No):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)	The previous purchase was done as a single source procurement due to this supplier being the one sizeable supplier of third party income verification who is under contract with its participating employers to 1) obtain updated employee wage data each payroll period and 2) release this data electronically to government entities for the purposes of eligibility determinations. This supplier is also the one provider who offers automated, instant access to the specific employer payroll records available on The Work Number. PO 4300292816(current thru 6/30/15)AC 4400006780
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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.	
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	Our systems are now integrated to receive real time data directly from TALX, The Work Number. Another supplier would not be able to provide a quote that would allow our system to speak to theirs. Additionally, no other provider obtains the information requested directly from the employer's payroll.
If timing is a factor, what is the time factor and why? If yes, please explain.	OIM must continue to provide timely data to clients who request the benefits we offer. To have a lapse in service would disrupt the service we perform daily for our clients.

Are there compatibility requirements or compliance requirements? If yes, please explain.

Yes. In August of 2014, DHS integrated its Electronic Client Information System (eCIS) to The Work Number system, which we created a new interface that will consume real-time data to obtain individuals employment and income information for determining eligibility. Because the interface is to be the main source of connection to the employer verification data, to try to go to another supplier at this point would set DHS back in receiving timely data for the millions of inquiries DHS has within a year.

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.

New Single Source contract underway. In beginning stages; SPR has been submitted to contractor. SPR due July 10, 2015.



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:

Director of Procurement

Signature:

Daniel R. Boyd

Date:

06-24-15