

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	State Intermediate Punishment (SIP) services provided to offenders participating in the SIP Programming Level 3 as defined by the Department of Corrections Policy 7.4.1.				
SAP Material Groups:	85122100					
Estimated \$ Amount:	45,000.00					
Length of EP:	6 months or till new contracts are approved and transistioned					
Delivery Location:	City	statewide	State	Pennsylvania	ZipCode	17011

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:

SIP participants are committed to the custody of the Department of Corrections (DOC) by the court to receive SIP programming which consists of Alcohol and Other Drug (AOD) treatment for addiction. The SIP Program is mandated by State law. DOC has a statewide contract for these services that expires June 30, 2015. Department of General Services published a solicitation for the outpatient treatment portion of SIP, but the new contract will not be in place by July 1, 2015. In addition, DOC did not receive bids covering all 67 counties so an additional supplemental bid needs to be published. This program is mandated by State law and DOC is concerned about a gap in SIP treatment for these offenders.

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

A solicitation was published for the new contracts, but it will not be in place by July 1, 2015. The SIP Program is mandated by law and offenders must be able to receive treatment.

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

Offenders in the SIP Program are receiving addiction treatment and gaps in treatment could result in relapses in the offenders' sobriety. This Program is also mandated by State law 61 Pa.C.S. subsections 4101-4108.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

The current contract was an RFP for a statewide contract to provide SIP programming.

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

Name:

Gaudenzia, Inc.

Address:

106 West Main Street, Norristown, PA 19401

Telephone #:

SAP Vendor#:

120033

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:**

Vendor is the current contract vendor

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)

DGS published Solicitation #6100034263 on May 22, 2015 for IFB #6100024728 to solicit bids for the SIP Outpatient AOD Services.

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.

Yes. Currently, there is only one statewide SIP contract to extend to maintain services.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

There is only one provider with current SIP programming experience and DOC does not want to disrupt the continuity of addiction treatment.

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

The current contract expires June 30, 2015 and there is not enough time to implement a new contract by July 1, 2015.

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

The SIP program is mandated by State law.

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.

DGS published the solicitation for SIP Outpatient AOD Services on May 22, 2015. The review of the potential bidders is scheduled for June 26, 2015 which does not allow enough time to implement by July 1, 2015. The EP is needed because of the potential effect on the SIP participants. The program is mandated by State law and in addition, a lapse in treatment could cause potential relapses in offenders' sobriety which would involve a sanction, discipline, or expulsion for the offender and a hearing with the sentencing court.

DGS has suggested that we procure these services from the current suppliers under Lot 7, but that will still leave gaps in providing these services since all the counties are not covered under this Lot. Also going to the Lot 7 providers would interrupt the continuity of care for these services, since there is no guarantee that the vendor awarded in the current solicitation would be the same vendor as the vendor providing services under Lot 7.



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:

Chief, Division of Administrative Services

Signature:

Beth Procopio

Date:

06-25-15