

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:	Randy Sears					
Contact Address:	1920 Technology Parkway Mechanicsburg PA 17050					
Contact Tel#:	717-728-7740					
Contact Email:	rsears@pa.gov					
Description Of Material (or) Service (or) IT	Service	Professional expert services in the housing and treatment of mentally ill offenders.				
SAP Material Groups:	8411603					
Estimated \$ Amount:	100,000.00					
Length of EP:	3 years with 2 one year renewals					
Delivery Location:	City	Mechanicsburg	State	Pennsylvania	ZipCode	17050

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:

Mr. Smith has been providing services for the first two years of an ongoing Department of Justice investigation. The investigation appears to be winding down and moving into a compliance monitoring phase. At this point in time, Mr. Smith will review the Department's protocols relating to the treatment of mentally ill offenders and the implementation thereof and make recommendations to assist the DOC in housing and treating mentally ill offenders in compliance with the constitutions and laws of the United States and Pennsylvania. At this point it would be impractical to bring in another consultant to provide these services.

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

Mr. Smith's services are necessary to ensure that the DOC is in compliance with the Department of Justice findings and at this point it would be almost impossible to bring in another expert. Replacing Mr. Smith would require that a new vendor learn the history of the investigation and the ensuing negotiation and policy changes. The time frame for these services does not provide sufficient time for this to occur. Mr. Smith had been providing services in conjunction with the Elliot Greenleaf law firm. The DOC is no longer using outside counsel for this case, therefore, it is necessary to contract directly with Mr. Smith.

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

These services are required to demonstrate to the Department of Justice that the DOC is in compliance with constitutional standards. The compliance tours are to start within approximately 10 days.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

This vendor has been providing these services in the past. It would be impractical to bring in a new vendor at this stage of the investigation.

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

Name:

Hal Smith

Address:

23n Quintard Ave, Norwalk CT, 06854-3712

Telephone #:

518-527-6403

SAP Vendor#:

413191

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)

These services were previously procured under an Agency agreement.
AGR-13-2330

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.

This vendor has been providing these services and since the investigation seems to be nearing completion, it would be impractical to have to bring in a new expert, who would have to learn about the investigation, negotiations and policy changes.

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

These services are needed immediately, compliance tours are to take place in approximately 10 days.

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

Yes, this vendor has been providing services and understands the policies and constitutional standard to which the DOC must comply.

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:	Chief, Division of Administrative Servies	
Signature:	Beth Procopio	Date: 10-05-15