

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:	Office of Administration (under Governor's Office)					
Contact Person:	Ken Senft					
Contact Address:	Room 311 Finance Building Harrisburg PA 17120					
Contact Tel#:	717-772-6795					
Contact Email:	ksenft@pa.gov					
Description Of Material (or) Service (or) IT	IT	IT Consulting				
SAP Material Groups:	80101507 Information technology consultation services					
Estimated \$ Amount:	530,000.00					
Length of EP:	30 Days					
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode	17120

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:

Identification of an immediate need for restructuring core technical systems and organizational functions to add additional layers of control and recovery to prevent privileged user error from resulting in loss of application and/or data for Services hosted in the Enterprise Data Center.

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

OA-OIT identification of the need resulted in the immediate need for emergency resolution.

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

Without the immediate restructuring of core technical systems and organizational functions, many Agency and Enterprise services could be at risk resulting in impacts to agencies and citizens.

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

Layer Aleph has a unique services team that can quickly engage our team to immediately implement incident response and crisis engineering (restructuring core technical systems and organizational functions) in order to provide a level of assurance that we can prevent application and data loss.

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

Name:

Layer Aleph

Address:

3518 FREMONT AVE N, SEATTLE, WASHINGTON 98103

Telephone #:

912-999-1036

SAP Vendor#:

558463

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

**Funds have already been
encumbered for this request
(Yes/No):**

☒ Yes

☐ No

1062000150 8169001000 State CIO

If applicable, what has been done previously to procure this material/service? (Also provide the previous SAP/SRM PO number and/or Contract Number)	New Service
---	-------------

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.	No
Explain why it is not practical to obtain two or more quotes for this emergency procurement.	OA-OIT identification of the immediate need for the restructuring of core technical systems and organizational functions. Due to the risk of interruption to critical Agency and Enterprise services and the need to resolve immediately, it is unrealistic to solicit quotes from multiple vendors.
If timing is a factor, what is the time factor and why? If yes, please explain.	Timing is a factor because critical Agency and Enterprise services could be at risk if issue is not resolved immediately. The Commonwealth systems and data could be at risk for application outages and data loss, immediate resolution is needed.
Are there compatibility requirements or compliance requirements? If yes, please explain.	No

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.

<input type="checkbox"/>	To extend a current contract with the current contractor to prevent a lapse in contracted services.
<input type="checkbox"/>	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

<input type="checkbox"/>	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
--------------------------	--

<input checked="" type="checkbox"/>	If none of the above is applicable, explain how the emergency supplier was selected.
-------------------------------------	--

Suppliers' expertise and qualification in the marketplace and their ability to rapidly provide service to the Commonwealth.

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:	CIO
--------	-----

Signature:	Amaya Capellan	Date:	01-19-24
------------	----------------	-------	----------