

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 Emergency Management Agency				
Contact Person:	Stephanie Fisher				
Contact Address:	1310 Elmerton Avenue Harrisburg PA 17110				
Contact Tel#:	717-346-4438				
Contact Email:	stefisher@pa.gov				
Description Of Material (or) Service (or) IT	Material	200 Ventilators and 1,000 circuits			
SAP Material Groups:	Medical				
Estimated \$ Amount:	3500000				
Length of EP:	90 Days				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17110

Basis for the Emergency Purchase



Threat to public health, welfare, or safety

Identify the Threat:	Medical equipment is needed by PEMA to facilitate emergency response care for patients needing ventilators due to the COVID-19 virus.
Provide a brief explanation of the need for the material and/or service:	200 Ventilators and 1,000 circuits to be used as medically necessary at medical facilities throughout PA to meet the needs of COVID-19 patients.
State the consequence if the procurement is not done on emergency basis:	Not having a sufficient supply of this medical equipment could result in drastic life threatening circumstances for Commonwealth Citizens.

Indicate whether approval
was obtained from DGS.

If "Yes", provide the following:

☒ Yes

a. Name of person granting approval:

Ken Hess

☐ No

b. Date of approval:

03-24-20

☐ *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:

Why are those
circumstances outside of
the control of Agency?

Provide a brief explanation
for the urgent need:

Information Required

For ALL EP's provide the following information:

Brief description of selection
process:

Vendor can provide equipment that is in high demand during this pandemic

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

Name:

Ventech Life Systems

Address:

Telephone #:

SAP Vendor#:

541441

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)

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.

Equipment is requested to be ordered today by Ken Hess and Jeff Thomas. This vendor can supply this equipment that is in high demand.

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

We need to order now, before other customers place orders.

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

Yes. We need to order now, before other customers place orders.

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

N/A

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.

Request has been made that PEMA procure these items. Dr. Levine and Director Padfield discussed urgency to procure and requested to move on the order. Ken Hess requested PEMA proceed with the order as DGS is overwhelmed.

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 of Administrative Services

Signature:

Larry Dove

Date:

03-24-20