

## 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 Health				
Contact Person:	Rebekah Gregorowicz				
Contact Address:	625 Forster Street Harrisburg PA 17102				
Contact Tel#:	717-547-3280				
Contact Email:	rgregorowi@pa.gov				
Description Of Material (or) Service (or) IT	Service	80111600			
SAP Material Groups:	Staffing/Human Resources				
Estimated \$ Amount:	25,000,000				
Length of EP:	12 months				
Delivery Location:	City	Harrisburg	State	Pennsylvania	ZipCode 17102

## Basis for the Emergency Purchase



**Threat to public health, welfare, or safety**

**Identify the Threat:**

On March 6, 2020, Governor Wolf signed a Proclamation of Disaster (Attachment 1) for the COVID-19 outbreak in Pennsylvania, and efforts to respond have been implemented through the Pennsylvania Emergency Management Agency (PEMA) and the Pennsylvania Department of Health(DOH).

As of July 17, 2020, PA DOH is seeing increasing numbers of cases of COVID-19 that are not part of a known outbreak. Specifically, these cases have been associated with travel to other affected parts of the country and social gatherings or social settings (e.g., parties, restaurants, bars). Additionally, the average age of patients with COVID-19 has been decreasing slightly, indicating an increase in the number of younger people being diagnosed with COVID-19. Because of this increased number of cases and continued reopening of counties across the commonwealth- contact tracing staffing efforts need to be expanded on a more urgent timeline to respond appropriately and timely.

**Provide a brief explanation of the need for the material and/or service:**

As the Pennsylvania Department of Health (DOH) continues to expand its efforts to slow the spread of COVID-19, the need for additional contact tracing staff has been identified. Current resources will allow for the hiring of up to one-thousand staff within the Commonwealth and any staffing partner should be prepared to accommodate up to four-thousand. Recruitment has to be done quickly to ensure that staff are onboarded, trained, and prepared to engage as quality contact tracing staff as soon as possible. This staffing initiative also includes the provision of resources and engagement to all onboarded staff to ensure timely and efficient response to COVID-19 contact tracing needs- including laptops, headsets, internet connectivity, ongoing training, and consistent supervision and opportunity for development. A statement of work (SOW) reflecting a description of needs from the staffing partner is attached to this application as Attachment 2.

**State the consequence if the procurement is not done on emergency basis:**

If this procurement is not done on an emergency basis, we could lose vital time in reaching out to potential close contacts of cases to ask them to quarantine and take necessary mitigation precautions-- therefore hindering our ability to slow and stop the spread of COVID-19.

**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:**

**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:**

<b>Brief description of selection process:</b>	<p>DOH has engaged with multiple staffing agency partners to learn about their ability to operationalize a potentially vast program quickly (4000 potential new staff within 90 days) and efficiently while also incorporating the ideals of inclusivity, engagement, and sustainability. Agencies were asked to describe their ability to prioritize diversity and non-discrimination in their recruitment and hiring practices, along with their insights on providing a career pathway for displaced or vulnerable workers. They were also asked about their training and engagement models for the employees to ensure that there would be appropriate training and support for our team throughout their engagement in the contact tracing program.</p> <p>After at least two conversations with each agency, a subset of the agencies was asked to provide a pricing proposal for the positions listed (contact tracer, contact tracing supervisors, care resource managers). In this proposal they were to include the hourly rate for each position that included benefits along with a comprehensive technology package (Laptop, headset or cell phone) to ensure that contact tracers were equipped to do their jobs as required.</p>
--	---

<b>Full supplier information (if known at time of submission of form)</b>	Name:	InSight Global	
	Address:	1224 Hammond Drive, Suite 1500, Atlanta, GA 30346	
	Telephone #:	404-257-7900	
	SAP Vendor#:	0000537805	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.**

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

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

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

**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.**

DOH has engaged with multiple staffing agency partners to learn about their ability to operationalize a potentially vast program quickly (4000 potential new staff within 90 days) and efficiently while also incorporating the ideals of inclusivity, engagement, and sustainability. Agencies were asked to describe their ability to prioritize diversity and non-discrimination in their recruitment and hiring practices, along with their insights on providing a career pathway for displaced or vulnerable workers. They were also asked about their training and engagement models for the employees to ensure that there would be appropriate training and support for our team throughout their engagement in the contact tracing program.

After at least two conversations with each agency, a subset of the agencies was asked to provide a pricing proposal for the positions listed (contact tracer, contact tracing supervisors, care resource managers). In this proposal they were to include the hourly rate for each position that included benefits along with a comprehensive technology package (Laptop, headset or cell phone) to ensure that contact tracers were equipped to do their jobs as required. Insight Global was able to respond to the request for information in the most expedient manner, including all pieces of the indicated need for the staffing proposal. Additionally, Insight Global was able to point to their experience in New York State recently wherein they were able to hire 1600 resources within 30 days.

## *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**

<b>Title:</b>	Agency Head Designee	
<b>Signature:</b>	Rebekah Gregorowicz	<b>Date:</b> 07/17/20