

## 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 Transportation				
Contact Person:	Dan Farley				
Contact Address:	400 North Street Harrisburg PA 17120				
Contact Tel#:	717-783-0333				
Contact Email:	dfarley@pa.gov				
Description Of Material (or) Service (or) IT	Service	Onsite drug and alcohol testing.			
SAP Material Groups:	85121810				
Estimated \$ Amount:	19100				
Length of EP:	75				
Delivery Location:	City	statewide	State	Pennsylvania	ZipCode 17120

## Basis for the Emergency Purchase



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

#### Identify the Threat:

This request is to help accelerate hiring for winter operations to recently scheduled recruitment events. Recruiting events have been held during the summer and fall and some locations have significantly less employees than are needed for Winter Operations. These activities include snow and ice removal, pre-treatment of roadways prior to weather events, and providing safe passage on roadways for all drivers using Commonwealth roadways. Without the needed number of new operators to provide critical response times to winter weather events could be severely impacted.

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

Onsite testing is needed to accelerate the hiring process for winter operations.

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

Delay in performing winter operation activities for public safety.

**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:***

**Brief description of selection process:**

Contacted all four awarded vendors on Lot 3 of the Department of General Service's Drug and Alcohol Testing contract and two vendors responded and Phamatech Inc submitted lowest cost. Although there is a DGS contract for these services, there was not sufficient time to complete a formal Request for Quote and plan for the event.

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

Name:	Phamatech Inc.		
Address:	15175 Innovation Drive, San Diego, CA 92128-3401		
Telephone #:	888-635-5840		
SAP Vendor#:	324494	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.

## *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>	Director		
<b>Signature:</b>	for Diane Chamberlin /s/ wgg	<b>Date:</b>	11-22-23