



Emergency Purchase Approval Request Form

Agency requests approved to proceed with an emergency procurement under Section 516 of the Commonwealth Procurement Code (62 Pa. C.S. § 516) shall be posted to the PSERS website in advance, if feasible, but no later than seven calendar days after authorization and for a minimum of 30 days.

If either of the following conditions exist, Emergency Purchase approval is not required:

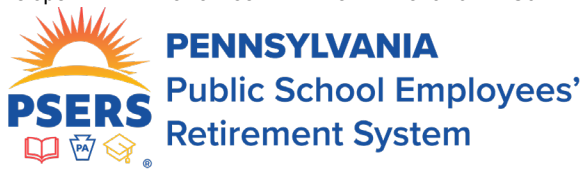
- *The material/service is available from an existing statewide or agency contract.*
- *The estimated cost of the material/service is within the Small, No-bid Procurement threshold identified in the Procurement Handbook, Part I, Chapter 7.*

Requesting Office	Office of the Deputy Executive Director for Administration		
Contact	Beverly Hudson		
Delivery Location for Material/ Service	5 North 5 th Street Harrisburg, PA 17101		
Requested Start Date	March 21, 2025	End Date	February 28, 2026
Initial Term/ Extensions	One (1) year		
Estimated Value	Between \$65,000-\$110,000 depending on final salary and expenses		
Description Of Material/ Service	Executive Search services for PSERS new Executive Director		
Vendor	Hudepohl & Associates		
Vendor Address	600 S. US Highway 1, #308		
City, State, Zip	Jupiter, FL 33477		
SAP Vendor #	0000549214		

Yes No *Have funds been encumbered for this request?*

Basis for Emergency Purchase

- Threat to public health, welfare, or safety.**
- Identify the threat and provide an explanation as to what created threat.
 - Provide a brief explanation of the need for the material and/or service.
 - State the consequences if the procurement is not done on emergency basis.



✓ Circumstances outside the control of PSERS create an urgency of need, which does not permit the delay in using more competitive methods.

- What are the circumstances and why are they outside of the control of Agency?

PSERS recently received notice of intent to retire from the Executive Director (ED), Terrill Sanchez. This position represents a significant, senior role within the PSERS leadership team.

- Provide a brief explanation for the urgent need.

Given the timeline for completion of a Request for Proposals is typically 9-12 months, it is not practicable or advisable to execute an RFP. Further, to ensure continued stability for the System, the Board wishes to minimize any delay in initiating the search process. By executing an emergency procurement PSERS also hopes to allow some, albeit minimal, time for knowledge transfer between the incumbent and selected candidate.

The purpose of the emergency procurement is to prevent a lapse in contracted services. Check one of the following that best applies:

- 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 executed.

- To authorize a supplier, selected through one of the methods of award, to begin work before the new contract is fully executed because PSERS needs the services immediately and cannot wait until full execution of the contract/purchase order.

- If none of the above are applicable, explain how the supplier was selected.

(ANSWER FOR ALL) Explain the status of the new contract/purchase order and note any special conditions of the emergency procurement. Delayed execution of a new contract is not considered a valid reason without a detailed and justifiable explanation.

Given the need for expediency, PSERS is leveraging the services of Hudepohl & Associates, the firm previously tasked in assisting PSERS in filling the ED, Chief Investment Officer, Chief Counsel, and Chief Financial Officer positions. Given Hudepohl's extensive background knowledge of both PSERS and the role of the ED, as well as the economy of preparation of required related documentation that comes with previous experience (Position Descriptions, Job Postings, Interview Materials, Employment Verification, etc.), they are uniquely qualified to not only perform the contracted services but to do so expediently and cost effectively.



Sourcing Information

- Provide a brief description of the process used to identify and select the vendor.

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- List all solicited suppliers, their contact information and their quotations.

N/A; however, in 2022 when Hudepohl was first contracted, PSERS solicited three additional suppliers, all of whom had higher proposed costs.

- Has this material/service been previously procured? If so, describe past procurement methods, dates, providers and contract/purchase order numbers.

Yes; via Emergency Procurement.

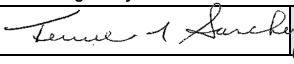
- If only a single supplier is capable of providing the material/service, explain why.

N/A

Agency Approval

The printed names or electronic representations of signatures appearing on this form shall constitute signatures of those individuals. No handwritten signatures shall be required for this form to be considered “signed” by those individuals whose names appear in the signature section below.

This form must be signed by the Executive Director, their Designee or other individual authorized by the Board of the Public School Employees’ Retirement System.

Title	Executive Director		
Signature	DocuSigned by: 	Date	3/24/2025

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