



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 Chief Counsel		
Contact	Joseph J. Indelicato, Jr.		
Delivery Location for Material/ Service	5 North 5 th Street, Harrisburg, PA 17101		
Requested Start Date	As soon as possible	End Date	June 30, 2028
Initial Term/ Extensions	1 year with 1 year renewal option		
Estimated Value	\$25,000.00		
Description Of Material/ Service	The Hearing Examiner will conduct and regulate the course of administrative hearings on behalf of the Public School Employees' Retirement Board (Board) and pursuant to, among other things, the General Rules of Administrative Practice and Procedure, 1 Pa. Code § 35.1 et seq., to ensure claimants are afforded reasonable notice of hearing and the opportunity to be heard, as required by law.		
Vendor	Chavis Law Firm, LLC		
Vendor Address	800 Corporate Circle, Suite 100		
City, State, Zip	Harrisburg, PA 17110		
SAP Vendor #	561280		

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?

Previously, PSERS and Pennsylvania’s Department of State (DOS) had a Memorandum of Understanding (MOU) for DOS to provide hearing examiner services to the Board. DOS recently revised the MOU terms that it had with Commonwealth agencies. One of the terms required by DOS is that the Board mail the proposed order and recommendation in each case to the parties. The Board’s regulations require that the hearing examiners complete that mailing. DOS was unable to agree to that term, mentioning that DOS expected an increase in its workload for other agencies. In April 2026, therefore, DOS notified PSERS that it would be returning the cases that were pending and DOS cancelled the hearings that were currently scheduled for the Board.

- Provide a brief explanation for the urgent need.

The Board is required to provide individuals with due process, including notice and an opportunity to be heard, in connection with any determination. This is both a Constitutional and a statutory requirement. The Board, therefore, must ensure that fair and impartial administrative hearings are scheduled and held. Without the retention of hearing examiners, the Board is unable to conduct hearings and meet its due process obligations. Currently, there is a lapse in all hearing services. All hearings were cancelled by DOS, and no hearings may be scheduled until the Board contracts with individuals who can provide hearing examiner services.

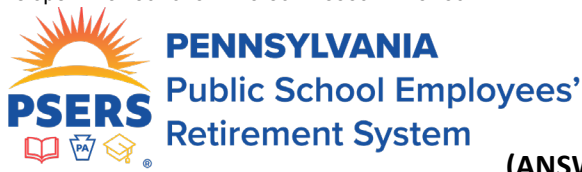
The purpose of the emergency procurement is to prevent a lapse in contracted services. Check one of the following that best applies:

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.

Due to unanticipated cancellation of hearings by the PA Department of State and the lengthy time required to conduct a Request for Proposals (RFP), an emergent procurement is required to ensure timely processing of member appeals until an RFP is developed and resulting contract is awarded.

Sourcing Information

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

The law firms selected were those with previous Commonwealth hearing examiner experience.

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

Debra K. Wallet, - Law Offices of Debra K. Wallet
 Leon Haller/Katie M. Housman – Pursell, Krug & Haller
 Michael Leonard Bangs – Bangs Law Office, LLC

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

Memorandum of Understanding with the PA Department of State

- 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	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>Signed by:</small> <small>C42366E13E994E8...</small> </div>	Date	5/13/2026