

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	Executive Office		
Contact	Beverly Hudson		
Delivery Location for Material/ Service	5 N. 5 th Street Harrisburg, PA		
Requested Start Date	September 2025	End Date	September 2026
Initial Term/ Extensions	One year; no extensions		
Estimated Value	\$141,000 (Estimated) The amount is based on the electorate size and includes printing, analyzing/ ballot counting costs and postage. Postage will be reimbursed on actual cost. Additional costs will be incurred for any other contested Special Elections during the validity period of this Emergency Purchase, and contingent upon the number of ballots mailed and votes cast.		
Description Of Material/ Service	Provider to provide limited scope/limited term Special Elections (only) services for PSERS.		
Vendor	Elections-America d/b/a YesElections		
Vendor Address	155 Mineola Blvd, Suite 102		
City, State, Zip	Mineola, NY 11501		
SAP Vendor #	539725		

☒ 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 issued RFP 2024-5 on September 30, 2024, to which PSERS received no responsible proposals. Subsequently, PSERS immediately reissued this procurement under RFP 2024-5 on November 4, 2025. PSERS cancelled 2024-5 in the Best Interests of the Commonwealth, noting that a subsequent procurement would be issued following an assessment of agency needs and Board updates to the agency's Election Policy and Procedures.

The agency worked in good faith to complete the procurement of continued services through timely RFP issuances, but given circumstances outside of the agency's control, a final contract could not be achieved timely to address the immediate need for a Special Election.

- Provide a brief explanation for the urgent need.

A current member of the PSER Board announced resignation in June and to be effective upon election of a replacement Board Member. As a result of this resignation, PSERS has an immediate need to complete a Special Election (an election outside the normal election schedule cycle) to fill this seat for an Active, Certified Member. This contract is limited in scope and term to conduct and complete this Special Election and any other Special Elections until a new election administration contract is in place or the end of the requested term of this Emergency Procurement, whichever is sooner.



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



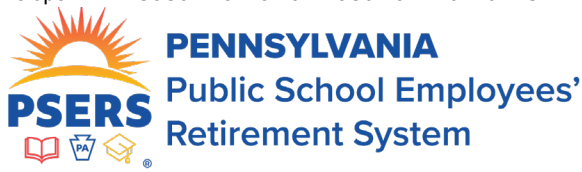
To extend a current contract with the current contractor to prevent a lapse in contracted services.



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.

Sourcing Information

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

Given the importance of completing a timely Special Elections for representation on our Board, PSERS is executing this Emergency Procurement with the provider previously under contract with PSERS.

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

To minimize costs associated with due diligence and set-up and to ensure timely completion of this Special Election, no other vendors have been considered for this limited term, limited scope engagement.

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

Yes; the prior procurement was solicited as an RFP, with an awarded five (5) year contract.


- 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	Interim Executive Director and Chief Investment Officer		
Signature		Date	9/9/2025

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