

**Request for Emergency Purchasing Authority (EPA)  
from  
Division of Purchasing (DOP)**

E-mail Completed Request Form to: [purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)

Agency Purchasing Representative (name):	Teresa Luna
E-mail/Phone:	208-332-1827
Name of Agency:	Department of Administration
Request for the Purchase of:	Internet services for state agencies covered under SBPO 1308
Requested Supplier (vendor name):	CenturyLink
Cost Estimate (attach invoice/quote):	See attached

See attachments.

**Agency Certification:** *The information provided above is true and accurate to the best of my knowledge; and there is insufficient time and/or other extenuating circumstances (detailed above) creating a public exigency which require a direct and immediate procurement, in the best interest of the State:*

Agency Representative (signature): *Teresa Luna* Date: 2-27-15

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Approved  Rejected

DOP Administrator Printed Name: Bill Burns

DOP Administrator Signature: *Bill Burns*

Date: 2-27-2015



State of Idaho  
Department of Administration

C.L. "BUTCH" OTTER  
Governor  
TERESA LUNA  
Director  
BILL BURNS  
Administrator

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<http://www.adm.idaho.gov>

February 27, 2015

**MEMORANDUM**

**R.E.: Emergency Purchase Authorization** – related to property acquisitions under State Blanket Purchase Order (SBPO) 1308

Based on the impact to state agencies per attached memorandum from Greg Zickau dated February 17, 2015, it is my opinion that discontinuance of services provided through this contract creates an immediate threat to the health, welfare and safety of the citizens in the state of Idaho. Alternate services cannot be engaged immediately from other than the provider named in SBPO 1308 without causing disruption to currently provided network services.

In addition, the limited agency uses, the loss of which may not create an immediate threat to the health welfare and safety of Idaho citizens cannot effectively be disentangled from those services which are vital to the health, welfare and safety of our citizens . Therefore, an emergency is declared.

In accordance with Idaho Code 67-5720 and IDAPA 38.05.01.043, the state has an immediate and serious need for this property which cannot be met through normal acquisition methods. I therefore direct Teresa Luna, Director of the Department of Administration and with the assistance of the Attorney General's Office to acquire property immediately to meet the state's needs identified in Mr. Zickau's request by executing a negotiated emergency contract with CenturyLink for an amount up to \$1,875,000. An emergency contract is authorized for a period of six (6) months plus 120 days for transition to a potential new contractor, or until such time as a new contract is awarded for the subject property based on a competitive procurement, with an additional 120 days added for transition to a potential new contractor, whichever is sooner.

A handwritten signature in blue ink that reads "Bill Burns".

Bill Burns

## Memorandum

February 17, 2015

**From:** Greg Zickau, Office of the Chief Information Officer

**Subject:** Request for Declaration of Emergency Purchase related to Property Acquisitions under State Blanket Purchase Order (SBPO) 1308

**To:** Bill Burns, Division of Purchasing

1. On 11 February 2015, the District Court of the Fourth Judicial District of the state of Idaho issued its order declaring contracts SBPO 1308 and SBPO 1309 void. Of these two contracts, SBPO 1308 provides broadband network services to 16 state agencies and 5 public health districts. These entities rely on continual, uninterrupted service in order to perform critical daily business activities. Any interruption in these services would severely impact the health, safety and welfare of the citizens of Idaho. In addition to the fact that agencies could not restore critical services in a timely manner through individual efforts, both general and specific impacts are detailed in the attached.
2. The State must find an immediate purchasing avenue to continue these vital services to state agencies. Based on the information received from our agencies and an understanding of adverse impacts based on my position as Chief Technology Officer, it is my opinion that an emergency exists. Based on Idaho Code 67-5720 and IDAPA 38.05.01.043, I request that you declare an emergency to allow for immediate replacement of the services under SBPO 1308.
3. I also request that you delegate procurement authority to the Department of Administration and that you provide assistance from the Division of Purchasing to acquire such services from our current supplier, upon your approval of an emergency declaration.

### **Department of Juvenile Corrections**

- Without adequate network connections ..... information would not be available in a timely manner (connection to statewide juvenile database) possibly resulting in a longer length of stay for juveniles.
- Without adequate network connections access to vital records (counseling notes, medical history, prescription dosages, automatic behavior alerts, and treatment progress documentation) would be unavailable. Video conferencing is currently used by several doctors, psychologists and other medical personnel to help treat and counsel juveniles remotely. This service allows more juveniles to be treated at a much lower cost. As mentioned above video conferencing with parents better prepares families for reunification with their juvenile upon custody release.
- Without network connections auto-notifications to stakeholders (critical incident, assessments are due, juvenile moving to other facility/home, community service notices, restitution, etc.) would not exist.
- Without these network connections this shared information would exist only in silos and would seriously delay treatment and other services for county and state juveniles and their families.

### **Idaho State Tax Commission**

- If the ISTC were to lose ... connections to our field offices.... the source of 95% of all state revenues would be in jeopardy. Our tax processing systems runs in the Boise office and telephone as well as secure encrypted data communications to the above field offices would be critically impacted precluding effective or even operational tax payer services. At this time of year it becomes even more critical as our annual "Tax Drive" ramps up in mid-January.

### **Idaho Department of Health and Welfare**

- Benefit & Child Support Program Field office electronic eligibility determination and system processing would stop.
  - Connections to the statewide information systems that include the Idaho Benefit Eligibility System (IBES), Idaho Child Care Program (ICCP), Low Income Heating Assistance Program (LIHEAP), and Idaho Child Support Enforcement System (ICSES) are dependent on hardware servers, data storage components, and disaster recovery systems. These systems are physically located in the Boise central office, offsite disaster recovery location, and the State Controller's office currently housing all Child Support mainframe data.

- Compliance issues with Program State Plans.
  - Each Program has agreed upon responsibilities with Federal agencies to meet defined requirements that may include timeliness, accuracy, and fiscally responsible standards that would not be attainable through a sustained network disruption.
- Federal Food & Nutrition Services or “SNAP” monthly Quality Control requirements would be severely impacted.
  - Transition to a manual process would greatly impact resource time requirements and administrative related expenses.
- Child Support and Benefit EBT Issuance and Cash Payments would be severely impacted.
  - External electronic connections to State Controls Office for Child Support payments would not be processed through SMI contractor.
  - Connections to JP Morgan for the loading of monthly Benefit issuances and critical one time Temporary Assistance to Needy Families (TANF) cash assistance would be impacted.
- Fiscal operations, Vendor payments, P-Card processing, Contractor payments, etc. would be severely impacted.
- Automated Federal Reporting would stop.
  - Impact the ability to meet Federal requirements.
  - Increase resource time and administrative costs for both State and Federal partners.
- Partner System Access would stop.
  - For Example, Hospitals verifying Medicaid eligibility would require a manual verification, impacting patient care and resulting in payment and billing delays.
- Eligibly shared service connection to the State-Based Market Place, Your Health Idaho (YHI), and Get Insured would stop.
  - Families approved by the Division of Welfare for an Advanced Premium Tax Credit (APTC) would not have an ability to enroll in a Health Coverage Plan.
- Existing Memorandums of Understandings (MOU), System Access agreements, Computer Matching Agreements (CMA), Information Exchange Agreements, Interconnection Security Agreements, and any other existing Data Share Agreements may be in jeopardy of becoming void.