

Part II Chapter 06 Emergency Procurements

A. Requirements.

1. This procedure shall be used by agencies to procure materials and/or services which are urgently needed on an emergency basis.
2. Emergency procurements are only authorized when:
 - a. There exists a threat to public health, welfare, or safety.
 - b. Circumstances outside the control of the Agency create an urgency of need that does not permit the delay involved in using more formal, competitive procedures.
 - c. The following procedures do not apply to emergency procurements for services made by independent agencies.

B. General.

1. Prior approval of the DGS Bureau of Procurement must be obtained unless:
 - a. The agency can establish that because of the nature or time of the emergency, proper DGS officials were not available to grant prior approval;
 - b. Time would not permit prior contact with DGS;
 - c. The emergency had been designated as a Governor-declared disaster.
2. A determination of the basis for the emergency and for the selection of the supplier must be included on the Electronic Emergency Procurement Approval Request Form.

C. Procedures.

1. **Agency.**
 - a. When an emergency occurs:
 - (1) Solicits telephone quotes from at least two responsible suppliers, if practical.
 - (2) Has the lowest responsible and responsive supplier confirm quote (including bill of material or statement of work) in writing (fax or E-mail is acceptable).
 - b. Completes the [Electronic Emergency Procurement \(EP\) Approval Request Form](#), found on the DGS Procurement website and attaches applicable back-up documentation.

- (1) OA/OIT Approval.
 - (2) Estimated Costs.
 - (3) Quotes.
 - (4) Statement of Work.
 - (5) Other.
- c. When the form is complete the Agency sends it (electronically) for internal approvals.
 - d. Once fully approved by the Agency the final approver submits the EP Form electronically to the DGS Bureau of Procurement.
 - (1) For situations in which health, safety or welfare dictate the emergency, verbal approval should be requested prior to submitting the Electronic Emergency Procurement Approval Request Form.

2. General Services.

- a. DGS receives an auto-generated e-mail regarding the EP Form which was submitted for approval.
- b. DGS reviews the EP Form.
 - (1) If disapproved, agency receives email notification informing them of the disapproval and is given instructions to both correct the form and resubmit it, or to procure the materials or services in accordance with formal competitive procedures.
 - (2) If approved, DGS delegates authority to the agency and the agency can proceed with the procurement of the material and/or service.

3. Agency.

- a. Creates Emergency Purchase Order (EPO) in the system.
 - (1) Downloads the approved Electronic Emergency Procurement Approval Request Form and all attachments and attaches them to the EPO.
 - (2) Attaches the email from DGS authorizing approval to proceed with the procurement.
 - (3) Ascertains availability of funds.
- b. Sends email to DGS notifying them the EPO has been entered in the system and provides the EPO number.

4. DGS, Bureau of Procurement.

- a. Approves the EPO and notifies the agency when released.

5. Agency.

- a. Issues the EPO to the Supplier and provides a notice to proceed.
 - b. Receives (or is notified of the receipt of) the material and/or service.
 - c. Maintains procurement record in accordance with established Records Retention Policies.
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References:

- 1. [Electronic Emergency Procurement \(EP\) Approval Request Form](#)