**EMERGENCY PROCUREMENT APPROVAL REQUEST WORKSHEET**

**TO:** Karen Boeger ([Karen.Boeger@oa.mo.gov](mailto:Karen.Boeger@oa.mo.gov)); Director; Phone: 573-751-1699;

OA-Div. of Purchasing, Rm 630, Truman Bldg., Jefferson City, Missouri **AND**

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OA-Div. of Purchasing, Rm 630, Truman Bldg., Jefferson City, Missouri

**FROM:** Enter Department Name

Enter Department Contact Name

Enter Department Contact Email Address

Enter Department Contact Phone Number

Enter Department Contact Address

**RE:** Emergency Procurement Approval Request

**DATE:** Enter Emergency Procurement Request Date

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| **GENERAL INFORMATION** | |
| **Section 34.045 RSMo**:  **Emergency procurement, waiver of competitive bids or proposals. —**The commissioner of administration may waive the requirement of competitive bids or proposals for supplies when the commissioner of administration has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records.  Emergency procurements shall be made with as much competition as is practicable under the circumstances.  **1 CSR 40-1.050(8)**: When conditions meet the criteria outlined in section 34.045, RSMo, emergency procurement procedures may be utilized. The requirement for formal competitive bids or proposals may be waived. However, the emergency procurement should be made with as much informal bidding as practicable. Emergency procedures should only be utilized to purchase those supplies which are necessary to alleviate the emergency. | |
| Specify the product/service the department needs to address the emergency circumstance: | Specify the product/service needed |
| Estimated dollar amount of the emergency procurement request: | Specify Dollar Amount |
| Anticipated duration for emergency service needs:  *(NOTE: Emergency procurement authorization is intended only as a short-term solution. If the emergency is going to continue for a longer-term, your department should work toward submitting a Department Packet so the Purchasing can begin a procurement process to address the longer-term need.)* | Specify Anticipated Duration for Emergency Service Needs |

| **JUSTIFICATION** |
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| The department should place a check in each of the appropriate Emergency Procurement criteria (section 34.045, RSMo) boxes that align with the department’s Emergency Procurement request:  a. There exists a threat to life  b. There exists a threat to property  c. There exists a threat to public health  d. There exists a threat to public safety  e. Immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property  f. Immediate expenditure is necessary for repairs to state property in order to prevent or minimize serious disruption in state services  g. Immediate expenditure is necessary for repairs to state property in order to ensure the integrity of state records |
| In the space provided below or on an attached page, please explain in detail how the circumstances meet the emergency definition of section 34.045, RSMo, along with a description of the products/services needed.  Attach any supporting documentation, such as a Governor’s Executive Order, that identify the circumstances causing the need for the emergency procurement. |

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| **EMERGENCY PROCUREMENT APPROVAL**  **DIVISION OF PURCHASING ONLY**  **(for $50,000+ requests)**  **(See Section Eight: Emergency Procurement of the** [Procurement Manual](https://oapurch.state.mo.us/procurementsources.shtm) **for lower dollar amounts)** | |
| Notification of Approval: | |
| Division of Purchasing Approver Name: |  |
| Division of Purchasing Approver Title: |  |
| Division of Purchasing Approver Signature: |  |
| Date of Approval: |  |

**REMINDERS:**

1) **Prior Approval:**  The Department must, whenever possible, secure prior approval from one of Purchasing’s Assistant Directors of Procurement by phone or, by e-mail, or by fax before obtaining any products/services.  The Department should indicate how the circumstances meet the emergency criteria of section 34.045, RSMo, and provide an estimate for the emergency expenditure.  If the element of time does not permit the Department to secure prior approval by telephone, such as a night emergency or a medical emergency, the Department is authorized to procure those products/services necessary to satisfy the emergency condition but should document such to one of Purchasing’s Assistant Directors the next business day.

2) **Competitive Bidding:**  The requirement for formal competitive bids may be waived.  However, the emergency procurement should be made with as much informal bidding as practicable under the circumstances.  The Department should refer to informal quotes section of [Section Five:  Product/Service $10,000.01 to $49,999](#_Section_Four:_).99 of the Procurement Manual.

3) **Emergency Products/Services:**  Only the products/services necessary to alleviate the emergency may be purchased under emergency authority.  The Department should proceed in accordance with the Standard Procurement Authority Chart outlined in [Section Two:  Determining Appropriate Procurement Authority](#_Section_Two:_) of the Procurement Manual to acquire needed products/services to address long-term needs resulting from the emergency condition.

4) **Purchase Order:**  The Department should execute a purchase order that will route to Purchasing for approval.  The Department should enter an explanation of the emergency condition on the Justification tab of the MissouriBUYS request.  The Department may also enter “Emergency” in the Request Name of the MissouriBUYS request.

5) **Emergency Documentation:**  The Department must document the emergency circumstances in writing indicating how the circumstances meet the emergency criteria of section 34.045, RSMo, along with a description of the products/services ordered.  A copy of the documentation must be maintained in the Department’s emergency procurement folder.

6) **Open Records Request:**  If requested, the Department must provide access to its public procurement records in accordance with sections 610.021 and 610.023, RSMo, and may charge the requester in accordance with section 610.026, RSMo (<http://revisor.mo.gov/main/OneChapter.aspx?chapter=610>).

7) **Disposal of Surplus Property**:  When the Department has no further use for the product(s), the Department must dispose of surplus property in accordance with State Surplus Property Policies and Procedures located at <https://oa.mo.gov/sites/default/files/StateProcedures4-19.pdf>.  Any exceptions require specific prior approval.  The Department may contact Surplus Property at [surplusmail@oa.mo.gov](mailto:surplusmail@oa.mo.gov) or (573) 751-3415.