



REQUEST FOR EMERGENCY PROCUREMENT JUSTIFICATION AND AUTHORIZATION

The proposed procurement action described herein is being procured pursuant to the authority of the District's Procurement Code authority of Section 11-35-1570 of the South Carolina Procurement Code and 19-445.2110 of the Rules and Regulations. This completed form must be included with each requisition/contract submitted for emergency acquisition.

REQUESTOR'S INFORMATION (SCHOOL OR DEPARTMENT)				
Name		Signature		Date
Department/School		Phone Number	Email	

PROPOSED SUPPLIER/VENDOR INFORMATION	
Supplier/Vendor	
Supplier/Vendor Address	
Supplier/Vendor Telephone No.	Supplier/Vendor Email
Estimated Amount	\$

The above product/service meets the definition of an emergency procurement and satisfies the following circumstance(s): *(check all that apply)*

- where there exists an immediate threat to public health, welfare, critical economy and efficiency;
- or safety under emergency conditions such as floods, epidemics, riots, equipment failure, file loss;
- or such other conditions as may be proclaimed an emergency by the Superintendent;
- and provided, that such emergency procurements shall be made with as much competition as is practicable under the circumstances.

DETAILED JUSTIFICATION FOR EMERGENCY – REFER PAGE 2 SECTION PROCEDURES GUIDELINES 1-4

Under the requirements of Section 11–35-1570 of the South Carolina Consolidated Procurement Code and 19-445.2110 of the Rules and Regulations, I certify that the proposed procurement action described above is being procured complies with emergency criteria.

APPROVALS REQUIRED:

Requested by Principal / Department Head: _____

Reviewed & Approved by corresponding Chief Officer: _____

Reviewed & Approved by Procurement Officer: _____

- Recommended for approval Not recommended for approval

Reviewed & Approved by Chief Financial Officer: _____

Reviewed & Approved by Superintendent: _____

The justification must be approved by the Procurement Coordinator, Chief Financial Officer as well as the Superintendent in advance of any procurement action.

EMERGENCY PROCUREMENT GUIDELINES

This form must be completed by the requesting department for all emergency procurement requests, based on the specified guidelines for completion. Submit the completed form along with any other supporting documentation to the [Procurement Officer](#) at the district office to obtain an authorized signature. Emergency Procurements require several levels of approval above the level of the Procurement Officer, so allow for adequate processing time.

Definition

In the simplest form, an Emergency Procurement is one that creates an immediate threat to the public health, welfare, or safety of people and/or property as proclaimed by the Superintendent; Chief Financial Officer, or Procurement Director or designee.

Regulation

Sections 11-35-1570 and 19-445.2110 of the *South Carolina Consolidated Procurement Code* provide guidelines and conditions for emergency procurements. Specifically, emergency conditions are only permissible when the existence of emergency conditions must create an immediate and serious need for supplies, services, equipment or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten;

- a) the functioning of the District;
- b) the preservation or protection of property; or
- c) the health or safety of any person.

Such determination will be in writing and must be supported by documentation from the department that contains sufficient factual grounds and reasoning stating the basis for an emergency procurement and for the selection of a particular Contractor. In the case of procurements involving agreements or contracts, the determination must be authorized prior to execution of the agreement or contract and issuance of purchase order.

Emergency procurements shall be made with as much competition as is practicable under the circumstances.

Emergency procurements require thorough documentation and file retention for auditing purposes.

Procedure

Any department seeking an emergency procurement is required to complete the Emergency Procurement Justification and Authorization form. After completing the top section of the form, a basic narrative should be provided that explains in detail:

1. what emergency occurred,
2. the identified threat to health/welfare of persons/property or disruption to the educational or business processes of the District that may occur from the emergency state,
3. the minimum services/work necessary to eliminate the immediate threat/emergency,
4. what solicitation attempts have been made to acquire the minimum services/work necessary. Once the immediate threat/emergency has been met, solicitation to replace or repair the damage permanently must occur.

Submit the form along with supporting documentation to the Procurement Officer who will obtain additional signatures and will return back to the initiating department. If approved, the signed form with all additional documentation will need to be attached to the requisition.