

## Emergency Procurements

An emergency condition is a situation which creates a **threat to public health, welfare, safety, or public property** such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be proclaimed by the chief procurement officer. The existence of such condition creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. The functioning of Louisiana Government
2. The preservation or protection of property
3. The health or safety of any person

The Office of State Procurement must be notified immediately. If the emergency occurs after hours or on the weekend, OSP must be notified the morning of the very next business day.

### Checklist

- Does an emergency exist?
- Conforms to definition in RS 39:1598?
- Does the situation create an immediate need for the supplies or services?
- What is the dollar value of the purchase? (\$10,000 or more requires prior approval, when time permits)
- Purchase is within delegated authority, less than \$10,000 or pre-approval obtained from State Procurement
- Has the head of state agency or either officer's designee proclaimed the situation to be an emergency?
- Has the head of state agency, or officer's designee approved the purchase outside of normal procurement methods?
- Written justification explaining nature of emergency provided i.e. would normal procurement methods threaten the functioning of government, preservation of property, or health or safety of any person?
- Effort made to obtain quotes?
- Does time permit bidding of any type (fax, phone)?
- Has the vendor submitted a quote/bid? Are the terms of the bid acceptable?
- If not already obtained, has the vendor been notified to follow up with a written quote?
- Is the quantity requested limited to only that necessary to meet the emergency?
- What is it that is being requested? (complete description of the item or service)
- When does delivery need to be made?
- Are installation and/or training required?
- Contact person and phone number at agency provided?
- Does the vendor require a copy of the purchase order?
- Has emergency purchase/repair already been completed?
- Has the transaction been entered into ProAct (if applicable)?