

**Emergency Procurement**

**Notification Form**

Use this form to document that a procurement that was awarded on the basis of an emergency. This form shall become part of the procurement file, which is subject to review.

If the IT goods or services available under the terms of a mandatory use contract cannot be used by a specific agency or institution, a request to purchase other goods or services of a similar nature shall be submitted to SCM.

Today’s Date

Agency/Institution Name

Contact Name

Telephone Number

**PROCUREMENT DETAILS**:

Date of Award

Description of Product or Non-Professional Service

Cost of Procurement $

Purchase Order # or Contract #

Vendor Name

**JUSTIFICATION**:

1. Why was this vendor selected for the procurement?

1. What is the nature of the emergency, and when did the emergency occur?
2. Did your agency post a notification of this emergency procurement in eVA and in accordance with VITA’s Emergency Procurement Policy? Describe briefly.

**AGENCY APPROVAL:**

To the best of my knowledge, information and belief, the technology product or service sought by the agency meets all of the criteria for an emergency procurement. The records for this procurement are available for inspection upon request.

Add this documentation to your procurement file to demonstrate your agency’s efforts to determine price reasonableness.

Today’s Date

Agency/Institution Name

Contact Name

Telephone Number

Contract #

Why is no other source acceptable for the procurement?

Select one or more to identify how price reasonableness was determined.

Established Market Price: How market price was verified:

Comparison with prior purchase of same or similar product:

Contract #

Vendor

Contract Date

Quantity

Unit

Unit Price

Value Analysis (include documentation):

Other:

Signed

Agency Head or Designee

Date