

# LAMAR UNIVERSITY

## REQUEST FOR EMERGENCY PURCHASE

(For Purchases over \$15000)

### Emergency Purchases (The State of Texas Procurement Manual, Section 2.18)

Emergencies occur as the result of unforeseeable circumstances and may require an immediate response to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the state.

Notwithstanding the immediate nature of an emergency all procurements conducted as emergencies should be made as competitive as possible under the circumstances. If an emergency exists a written determination of the basis for the emergency and for the selection of a particular vendor shall be included in the procurement file in accordance with this section. Emergency purchases of goods or services do not exceed the scope or duration of the emergency.

### Agency Responsibility (The State of Texas Procurement Manual, Section 2.18)

Comptroller of Public Accounts (CPA) has delegated to all state agencies the authority to make emergency purchases. The decision to declare an emergency purchase is the sole responsibility of the agency. Notwithstanding this delegation, emergency procurements are subject to CPA's rules and procedures. Upon request, CPA will assist in advising agencies on the proper procedures for emergency purchases, but does not certify the existence of an emergency.

### Solicitation Procedures (The State of Texas Procurement Manual, Section 2.18)

At least three informal bids are encouraged whenever possible on all emergency purchases. An award should be made based on best value, considering the type of emergency. An agency is responsible for handling any complaints or protests that result from emergency procurements. See Section 2.11 General Procedures for Delegated Purchases.

Emergency purchases over \$25,000.00 must be posted in the Electronic State Business Daily (ESBD), however, the minimum posting requirements do not apply. Posting of the advertisement and/or the award notice satisfies this requirement. See Section 2.31B Electronic State Business Daily.

### Justification Requirements (The State of Texas Procurement Manual, Section 2.18)

Emergency purchases require a letter of justification documenting the emergency which must be signed by the purchasing director or an authorized representative, and at a minimum address the following:

The nature of the emergency purchase (hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state), and what caused the emergency situation;

The estimated impact or damage either financial or otherwise that will occur by following normal procurement practices (general statements of loss or nominal damage are acceptable).



VENDOR INFORMATION

Vendor Name		
Vendor Contact		
Phone		
Fax		
Email Address		
Vendor Type	<input type="checkbox"/> Service Provider <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor	
Not to Exceed Quota	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Insurance Certificate On file	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Acceptance of T&C attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Set Up in BANNER	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COOP Vendor	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COOP Name & Contract Number		

DESCRIPTION OF EMERGENCY

Describe in detail the good or service to be procured and how it qualifies as an emergency. Include a brief description of the project for which the good or service will be used. Attach additional pages if necessary.

I, \_\_\_\_\_, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by the commitments contained therein. I am acting on my own accord and am not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with this vendor in return for favorable consideration of this request.

Signature \_\_\_\_\_

DETERMINATION:

\_\_\_\_ Approved

\_\_\_\_ Not Approved

Rationale for determination/comments:

Signature: \_\_\_\_\_  
(Buyer)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Procurement Management)

Date: \_\_\_\_\_