

REPORT OF EMERGENCY PROCUREMENT ACTION

COMAR 21.05.06

Procurement Officer's Determination

"Emergency" means a sudden and unexpected occurrence or condition which agency management reasonably could not foresee, posing an actual and immediate threat to the continuance of essential normal operation of the State agency or need to cope with public exigency condition.

Department/Procurement Agency: _____

File or I.D. Number: _____

Contract Type: Firm Fixed Price Fixed Price Incentive Cost Plus Incentive Fee
 Cost Plus Fixed Fee or Cost Reimbursement Other:

Date of Procurement: _____ Term: _____

Date emergency situation first became known to Department/Agency: _____

Amount: \$ _____

Was this action a modification to an existing contract? Yes No

If yes, provide aggregate amount of contract including all modifications.

\$ _____

Category: supply service maintenance construction

Category detail (list supplies, etc.):

Justification for emergency procurement (detail completely, attach additional sheets, if necessary):

Number of firms responding to solicitation: _____

Name of Firms Responding

Price

Time of Performance

Name and address of selected vendor (attach additional sheet if necessary):

Reason for selection:

If no competitive solicitation was made, justify:

Detail all prior related contracts, including modifications, executed for the purposes of abating or avoiding the particular emergency.

<u>Date</u> <u>Reported to</u>	<u>Vendor/Contractor</u>	<u>Amount</u> <u>Item(s)</u> <u>Procured</u>	<u>Date</u> <u>BPW</u>
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Fund source (this procurement): _____

Date notice of award will be / was published in Maryland Register: _____

Remarks:

Approval of above facts and determinations:

Facility Superintendent or Director of Headquarters Administration

_____	_____
Signature	Date

Department/Agency Head

_____	_____
Signature	Date

Fund certification: I hereby certify that funds are available from the appropriation or account indicated above in sufficient amount to pay for this procurement.

Signature - Department/Agency Fiscal Officer

Date

Above determinations made by:

Signature - Procurement Officer

Date