

Emergency Contract

PPRB OPSCR Rules and Regulations Section 3-207

PPRB does not approve emergency contracts. OPSCR approves emergency contracts in MAGIC immediately upon receipt. Such approval is for processing purposes only and does not represent review or approval by OPSCR. A post-approval audit will be conducted and the Agency will be advised of any areas of non-compliance with Section 3-207. It is the responsibility of the Agency to ensure it is in full compliance with all relevant laws and regulations.

Agency: _____

Contractor: _____

Contract Term: _____

The term can be no more than one year. (Note: April 1, 2020 – April 1, 2021 is one year and one day; an emergency contract beginning on April 1 should end by March 31 of the following year.)

Contract Amount: _____ Contract Number: _____

Notes:

Emergency Procurement		
The Emergency Declaration:		
• Describes conditions and circumstances of the emergency	Yes	No
• Provides detailed description of events leading to emergency	Yes	No
• Describes negative impact if a competitive procurement is required	Yes	No
• Describes the basis for the selection of the particular contractor	Yes	No
• Is signed by the Agency Head (cannot be delegated)	Yes	No
Describe how the contract was made with such competition as is practicable:		
Describe how the emergency procurement is limited to the services necessary:		

Emergency Contract

Describe how the term of the emergency contract is limited to the time necessary:
Will the services be needed following the term of the emergency contract? Yes No If yes, describe how the Agency is taking necessary steps to competitively procure the service:

Check if Uploaded	Documents to Upload in MAGIC <i>(preferably as individual PDFs labelled as indicated below)</i>	Publicly Available
	Executed Emergency Contract	Yes
	Signed Emergency Declaration	Yes
	Public Notice of Contract Award per Section 3-202.16	Yes

<u>OPSCR USE ONLY</u>
Primary Analyst: _____ Signature: _____
Secondary Analyst: _____ Signature: _____
NOTES: