Emergency Contract

PPRB OPSCR Rules and Regulations Section 10.1

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 10.1. 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:

Agency Head Determination Section 10.1.2					
The Emergency Declaration					
Describes conditions and circumstances of the emergency	Yes	No			
Provides detailed description of events leading to emergency	Yes	No			
Explains why the <u>health and safety of a person</u> or <u>preservation or</u> Yes No <u>protection of property</u> would be threatened if a competitive procurement is required					
• 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					

Emergency Contract

Describe how the contract is limited to the services necessary		
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	ce	

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

OPSCR USE ONLY		
Primary Analyst:	Signature:	
Secondary Analyst:	Signature:	
N	OTES:	