

PPRB OPSCR Rules and Regulations Section 10.1

Agency _____

Contractor _____

Contract Term _____

Contract Amount _____ Contract Number _____

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 protection of property</u> would be threatened 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		

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

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

Emergency Contract

OPSCR USE ONLY

Primary Analyst: _____ Signature: _____

Secondary Analyst: _____ Signature: _____

NOTES: