

# DOCUMENTS REQUIRED FROM AGENCY FOR AN EMERGENCY PURCHASE

**Emergency Purchase:** A purchase made when unforeseen circumstances arise, including delays by contractors, delays in transportation and unanticipated volume of work. A report of any such purchase, together with a record of competitive bids upon which it was based, is to be submitted to the Purchasing Director. Emergency purchases are not used for hardship resulting from neglect, poor planning or lack of organization by the spending unit. Failure to plan does not make it an emergency situation.

The information below is a checklist of agency responsibilities in processing an Emergency Purchase. Please note that while this information is accurate in most cases, there may be occasion where additional information may be needed or required.

## CHECKLIST FOR EMERGENCY PURCHASES

V	DESCRIPTION
	<b>Obtain Written Agency Justification for Emergency Purchase, Approved by Purchasing Director</b>
	Agency submits <b>Electronic Requisition</b> and include copy of approval from Purchasing Director
	<b>Pre-approvals</b> , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	<b>Emergency Bids</b> (at least three bids or explanation of efforts to obtain bids if three cannot be obtained) and master terms and conditions
	<b>Signed and Dated Quote</b> from Selected Vendor (written agency justification required if low bid is not selected). The Purchasing Master Terms and Conditions should be included with emergency bids to the extent that the emergency permits.
	<b>Purchasing Affidavit</b> signed and dated by successful vendor (may be provided through bid process).
	<b>Verification of Vendor Properly Registered with the Purchasing Division</b>
	<b>Verification of Vendor in Good Standing</b> (with all laws and requirements of the state, including Secretary of State, Insurance Commission, Federal and State Debarment, and Workers Compensation).
	<b>Certification of Non-Conflict of Interest</b> (signed by Agency Procurement Officer and other appropriate staff).
	<b>Disclosure of Interested Parties</b> (signed by successful vendor; may be provided through bid process).
	<b>WV-96 Agreement Addendum (or WV-96A for Software)</b> signed by vendor and agency, if applicable.

Revised January 1, 2018