

BSU – EMERGENCY PROCUREMENT JUSTIFICATION FORM

This form should be submitted for the purchase of commodities and services exceeding the amount of \$25,000 in cases where an emergency condition exists that prevents the use of formal competitive procurement methods in awarding or modifying a contract that is essential to the University. An emergency condition justifies the use of an emergency procurement when that condition threatens one (1) or more of the following:

- 1) The health or safety of any person(s) or animals(s);
- 2) The preservation or protection of property; or
- 3) The continuance of necessary University functions.

An emergency procurement justification should show that competitive bidding is impractical because one or more of the above conditions exist. Thus, the requester should provide documentation of the emergency situation and its impact to one or more of the conditions listed to explain and justify why the use competition would be impractical for the University.

Statement of Awareness

I understand that the University System of Maryland and Bowie State University procurement policies and procedures are designed to acquire goods and services through broad competition whenever is practicable. However, I am requesting an emergency procurement based on the following data.

Requisition #:	Department:
Vendor:	Dollar Amount:
Contract Term:	
Explanation:	
Requester's Signature:	Date:
Supervisor's Signature:	Date:
Procurement Officer's Signature:	Date:

My signature in this form certifies that the statements provided are, to the best of my knowledge, factual and in the best interest of the university.

Important: The emergency procurement shall be limited to the procurement of only the types of items and quantities or time period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.