

Purpose

An emergency is an occurrence of a serious and urgent nature that demands immediate action. End-users may make purchases without adhering to standard procurement procedures when faced with an emergency where the purchase is necessary to protect personal safety and/or property.

Because emergency purchases may circumvent the requirements and safeguards of standard procurement practices, the declaration of an emergency must be used with restraint and must be reviewed to ensure that emergency declarations are not abused.

The following procedure ensures that emergency procurements are subjected to appropriate scrutiny throughout the process.

Business Rule

Steps by Participant and Milestone

Identify Need

College End-User

1. Identify need
 - 1.1. Determine that an emergency exists

SSC Buyer

- 1.2. Non-confirming "emergency" requisition
- 1.3. Is procurement justified as an emergency?

Emergency Purchases

- 1.4. Reject requisition
- 1.5. Reject emergency justification
- 1.6. Expedite requisition
- 1.7. Process requisition
- 1.8. "Emergency" confirming requisition without approved form
- 1.9. Is procurement fully justified on other grounds?
- 1.10. Reject requisition for additional Emergency documentation
- 1.11. Reject requisition

Procure

College End-User

2. Procure
 - 2.1. Purchase goods/services

Justify

3. Justify

College End-User

- 3.1. Complete Emergency Form
- 3.2. Send form to agency head (or designee)

College/agency head (or designee)

- 3.3. Approve justification?
- 3.4. Sign form and send to end-user
- 3.5. Instruct end-user how to proceed

College End-User

- 3.6. Is purchase method PCard OTC?
- 3.7. Submit confirming requisition

Emergency Purchases

3.8. PCard OTC Written Determination

3.9. Submit help ticket

SSC Buyer

3.10. Is procurement justified as an emergency?

3.11. Initiate Salesforce case

SSC Contracts Commodity Supervisor

3.12. Does emergency present a threat?

3.13. Send form to CPO or designee

3.14. Reject emergency justification

3.15. Is purchase method PCard OTC?

3.16. Send rejection back to end user

3.17. Reassign Salesforce ticket to SSC Buyer

VCCS Chief Procurement Officer (CPO) or Designee

3.18. Is procurement justified as an emergency under APSPM Chapter 9?

3.19. Sign form

3.20. Reject emergency justification

3.21. Is purchase method PCard OTC?

3.22. Send rejection back to end user

3.23. Reassign ticket to SSC Buyer

Resolve

4. Resolve

VCCS Chief Procurement Officer (CPO) or Designee

4.1. Is purchase method PCard OTC?

4.2. Notify SSC Buyer

Emergency Purchases

- 4.3. Send approval back to end user

SSC Buyer

- 4.4. Attach form to requisition
- 4.5. Is total over \$30,000
- 4.6. Review and process requisition
- 4.7. Send to Compliance for review

SSC Compliance Officer

- 4.8. Review for compliance

SSC Buyer

- 4.9. Is the requisition confirming?
- 4.10. Process requisition: Confirming Order
- 4.11. Process requisition: Non-Emergency

College End-User

- 4.12. Process procurement
- 4.13. Recategorize requisition

Post

E01 S01 Report

5. Post
- 5.1. Automated report of POs categorized E01

SSC Compliance Officer

- 5.2. Is emergency documentation present?
- 5.3. Print Notice of Emergency Award
- 5.4. Send to Procurement Admin Assistant

Emergency Purchases

Procurement Administrative Assistant

5.5. Obtain signature

Procurement Operations Senior Manager (or designee)

5.6. Sign Notice of Emergency Award

Procurement Administrative Assistant

5.7. Return signed award

SSC Compliance Officer

5.8. Save signed Notice of Emergency Award

5.9. Close Salesforce case

5.10. Post to VBO

5.11. Note PO

End

6. End

Requirements

Authorities

Approvals

SSC Line of Service

Version Control

Emergency Purchases

Procedure

Identify Need

College End-User

1. Identify need

1.1. Determine that an emergency exists

- An emergency is an occurrence of a serious and urgent nature that demands immediate action. College end-users may make purchases without adhering to standard procurement procedures when faced with an emergency where the purchase is necessary to protect personal safety and/or property.
- Review the facts and circumstances that make the procurement necessary and determine that an emergency exists.
- [Go to step 2.1](#)

SSC Buyer

1.2. Non-confirming "emergency" requisition

- SSC Buyer receives a non-confirming requisition that is categorized as "E01 - Emergency" or contains the word "emergency" in either the title or the comments.
- [Go to step 1.3](#)

1.3. Is procurement justified as an emergency?

- Review the proposed procurement and its accompanying justification.
- Based on the information provided, determine whether the purchase is necessary to protect personal safety and/or property.
 - If **YES**, [go to step 1.4](#)
 - If **NO**, [go to step 1.5](#)

Emergency Purchases



1.4. Reject requisition

- Reject the requisition.
- Instruct end-user to purchase the necessary goods and/or services, and to resubmit the requisition when the purchase is complete.
- If no Emergency Procurement Justification and Approval Form was attached, instruct the end-user to complete the form and attach it to the resubmitted requisition.

If:	Then:
Requisition returned with signed form,	Go to step 3.10
Requisition is never returned or is returned using another procurement method,	Go to step 6

1.5. Reject emergency justification

- Add commentary explaining that the purchase is not justified as an emergency
- [Go to step 1.6](#)

1.6. Expedite requisition

- Although the procurement will not be processed as an emergency, SSC will construe the "emergency" as a request to expedite.
- If the requisition is not already designated as one that should be expedited, add the associated indicator to the requisition.
- [Go to step 1.7](#)

1.7. Process requisition

- Recategorize and process requisition according to the applicable non-emergency procedure.
- [Go to step 6](#)

Emergency Purchases

1.8. "Emergency" confirming requisition without approved form

- SSC Buyer receives a confirming requisition that is categorized as "E01 – Emergency" but has no Emergency Procurement Justification and Approval Form attached.
- [Go to step 1.9](#)

1.9. Is procurement fully justified on other grounds?

- Review the requisition and all supporting documentation
- Determine whether the procurement's execution was **fully justified in all respects** under the regulations applicable to another procurement method
 - If **YES**, [go to step 1.11](#)
 - If **NO**, [go to step 1.10](#)

NOTE: When no Emergency Procurement Justification and Approval Form has been provided, the procurement can possibly proceed as a non-emergency procurement. Review the requisition, including all supporting documentation. Based on the information provided, determine whether the procurement's execution was fully justified under the regulations applicable to another procurement method.

1.10. Reject requisition for additional Emergency documentation

- Reject the requisition.
- Instruct end-user to complete an Emergency Procurement Justification and Approval Form, and to resubmit the requisition with the completed form attached.

If:	Then:
Requisition returned with signed form,	Go to step 3.10
Requisition is never returned or is returned using another procurement method,	Go to step 6

Emergency Purchases

1.11. Reject requisition

- Reject the requisition.
- Inform end-user that the emergency categorization is unnecessary
- Advise the end-user to recategorize the requisition with a non-emergency PO category.
- If the end-user insists on classifying the purchase as an emergency, instruct the end-user to complete an Emergency Procurement Justification and Approval Form, and to resubmit the requisition with the completed form attached.
- [Go to step 6](#)

Procure

College End-User

2. Procure

2.1. Purchase goods/services

- Identify the goods/services necessary to resolve the emergency.
- Seek competition to the maximum extent practicable under the circumstances.
- If time allows, obtain other information pertinent to the procurement (e.g., vendor's qualifications, vendor's insurance coverage, warranty coverage). [APSPM §9.1]
- Select a vendor to provide the goods/services.
- Negotiate a fair and reasonable price and record the results of the negotiation.
- Instruct the vendor to proceed with supplying the goods/services. [APSPM §9.1]
- [Go to step 3.1](#)

NOTE: Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. [APSPM §9.]

Payment by PCard is acceptable if such payment is otherwise appropriate.

Justify

3. Justify

College End-User

3.1. Complete Emergency Form

- Complete an [Emergency Procurement Justification and Approval Form](#). [APSPM §9.3a]
- [Go to step 3.2](#)

3.2. Send form to agency head (or designee)

- Send the completed form to the college president for review and potential approval.
- If the president has designated a representative to review emergency procurements, send the completed form to that person instead.
- After the Institution Head / designee has performed the necessary review:

If:	Then:
Emergency justification is approved, and the form is signed by the agency head/designee,	Go to step 3.6
Emergency justification is not approved,	Go to step 4.12

College/agency head (or designee)

3.3. Approve justification?

- Review the Emergency Procurement Justification and Approval Form, the associated confirming requisition, and any supporting documentation.
- Determine whether the emergency described therein presents a threat to personal safety and/or property.
 - If **YES**, [go to step 3.4](#)
 - If **NO**, [go to step 3.5](#)

Emergency Purchases

3.4. Sign form and send to end-user

- Sign the Emergency Procurement Justification and Approval Form and send it to the end-user. [APSPM §9.3a]
- [Go to step 6](#)

3.5. Instruct end-user how to proceed

- Determine how to best to resolve the executed purchase that is not justified as an emergency.
- Instruct the end-user on how to proceed.
- [Go to step 6](#)

College End-User

3.6. Is purchase method PCard OTC?

- If **YES**, [go to step 3.8](#)
- If **NO**, [go to step 3.7](#)

3.7. Submit confirming requisition

- Create a confirming purchase requisition in eVA that reflects the details of the agreement with the selected vendor.
- Attach the approved Emergency Procurement Justification and Approval Form to the requisition.
- Submit the requisition. [APSPM §9.2]
- [Go to Step 6](#)

NOTE: If it is an IT purchase AND it is over \$100,000, a TPPR is required.

3.8. PCard OTC Written Determination

- Complete and attach fully executed written determination to the reconciliation log.
- [Go to step 3.9](#)

Emergency Purchases



3.9. Submit help ticket

- Send email with Written Determination attached to help@ssc.vccs.edu requesting review for Emergency Purchase approval
- [Go to step 6](#)

SSC Buyer

3.10. Is procurement justified as an emergency?

- Review the Emergency Procurement Justification and Approval Form, the associated confirming requisition, and any supporting documentation.
- Determine whether the emergency described therein presents a threat to personal safety and/or property.
 - If **YES**, [go to step 3.11](#)
 - If **NO**, [go to step 4.9](#)

3.11. Initiate Salesforce case

- Initiate Salesforce case, set Service Type as Contracts, and assign to appropriate Contracts Commodity Supervisor to request review of Emergency Procurement Justification and Approval Form.

If:	Then:
If rejected by Contracts Commodity Supervisor,	Go to step 4.9
Approved by Contracts Commodity Supervisor but rejected by CPO or Designee,	Go to step 4.9
Approved by Contracts Commodity Supervisor and CPO or Designee,	Go to step 4.4

SSC Contracts Commodity Supervisor

3.12. Does emergency present a threat?

- Review the Emergency Procurement Justification and Approval Form and, if necessary, the associated confirming requisition and any supporting documentation.
- Determine whether the emergency described therein presents a threat to personal safety and/or property.
 - If **YES**, go to step [3.13](#)
 - If **NO**, go to step [3.14](#)

3.13. Send form to CPO or designee

- Send via Salesforce to VCCS CPO (or designee) for review.
 - Change Salesforce **Case Owner** to **Procurement Contracts** (queue).
 - On **Details** tab (center column of Salesforce ticket), in the **Contracts** section, change **Workflow Status** to **To Sign**.
 - Attach the completed Emergency Procurement Justification and Approval Form to the ticket.
 - [Go to step 6](#)

3.14. Reject emergency justification

- Add commentary to Salesforce case explaining that the procurement is not justified as an emergency.
- [Go to step 3.15](#)

3.15. Is purchase method PCard OTC?

- If **YES**, [go to step 3.16](#)
- If **NO**, [go to step 3.17](#)

Emergency Purchases

3.16. Send rejection back to end user

- Send rejection of Emergency Justification for OTC purchase back to end user via Salesforce.
- Close Salesforce case.
- [Go to step 6](#)

3.17. Reassign Salesforce ticket to SSC Buyer

- Note rejection of Emergency Justification for OTC purchase and assign Salesforce ticket to SSC Buyer
- [Go to step 6](#)

VCCS Chief Procurement Officer (CPO) or Designee

3.18. Is procurement justified as an emergency under APSPM Chapter 9?

- Review the Emergency Procurement Justification and Approval Form and, if necessary, the associated confirming requisition and any supporting documentation.
- Determine whether the emergency described therein presents a threat to personal safety and/or property.
 - If **YES**, [go to step 3.19](#)
 - If **NO**, [go to step 3.20](#)

3.19. Sign form

- Sign the Emergency Justification and Approval Request Form
- Return the signed form via Salesforce to SSC Contracts Commodity Supervisor. [APSPM §9.3a]
- [Go to step 4.1](#)

3.20. Reject emergency justification

- Add commentary to Salesforce case explaining that the procurement is not justified as an emergency
- [Go to step 3.21](#)

Emergency Purchases

3.21. Is purchase method PCard OTC?

- If **YES**, [go to step 3.22](#)
- If **NO**, [go to step 3.23](#)

3.22. Send rejection back to end user

- Send rejection of Emergency Justification for OTC purchase back to end user via Salesforce.
- Close Salesforce case.
- [Go to step 6](#)

3.23. Reassign ticket to SSC Buyer

- Reassign case to SSC Buyer.
- [Go to step 6](#)

Resolve

4. Resolve

VCCS Chief Procurement Officer (CPO) or Designee

4.1. Is purchase method PCard OTC?

- If **YES**, [go to step 4.3](#)
- If **NO**, [go to step 4.2](#)

4.2. Notify SSC Buyer

- Notify the SSC Buyer who submitted the form for review that the form has been fully approved.
- Return the signed form to SSC Buyer via Salesforce. [APSPM §9.3a]
- [Go to step 6](#)

Emergency Purchases

4.3. Send approval back to end user

- Send approval of Emergency Justification for OTC purchase back to end user via Salesforce.
- Close Salesforce case.
- [Go to step 6](#)

SSC Buyer

4.4. Attach form to requisition

- Attach the fully approved Emergency Justification and Approval Request Form to the emergency requisition.
- If request is for IT purchase over \$100,000, ensure approved TPPR is attached.
- [Go to step 4.5](#)

4.5. Is total over \$30,000

- Determine if the requisition is for over \$30,000
 - If **YES**, [go to step 4.7](#)
 - If **NO**, [go to step 4.6](#)

4.6. Review and process requisition

- Review and process the requisition according to the procedure for a confirming order.
- [Go to step 6](#)

4.7. Send to Compliance for review

- Notify Compliance of need for review
- Once Compliance completes review, [go to step 4.6](#)

Emergency Purchases

SSC Compliance Officer

4.8. Review for compliance

- Review for compliance
- Notify Buyer that Compliance review has been completed
- If working E01 report, [go to step 5.2](#)
- If not working E01 report, [go to step 6](#)

SSC Buyer

4.9. Is the requisition confirming?

- Determine if requisition is for a confirming order.
 - If **YES**, [go to step 4.10](#)
 - If **NO**, [go to step 4.11](#)

4.10. Process requisition: Confirming Order

- Add commentary to the requisition explaining that the procurement is not justified as an emergency.
- Process the requisition according to the procedure for a confirming order and update the PO Category.
- Close Salesforce case.
- [Go to step 6](#)

4.11. Process requisition: Non-Emergency

- Add commentary to the requisition explaining that the procurement is not justified as an emergency.
- Process the requisition according to the applicable non-emergency procedure.
- Close Salesforce case.
- [Go to step 6](#)

Emergency Purchases

College End-User

4.12. Process procurement

- Process procurement in accord with instructions.
- [Go to step 6](#)

4.13. Recategorize requisition

- Recategorize the requisition with a non-emergency PO category.
- Alternatively, complete an Emergency Procurement Justification and Approval Form, and resubmit the requisition with the completed form attached.
- [Go to step 6](#)

Post

E01 S01 Report

5. Post

5.1. Automated report of POs categorized E01

- The automated E01/S01 Report generates and sends to SSC Compliance a report of all purchase orders issued in category E01 – Emergency.
- [Go to step 6](#)

SSC Compliance Officer

5.2. Is emergency documentation present?

- Review the procurement and determine whether a fully approved Emergency Procurement Justification and Approval Form is present in the procurement file.
 - If **YES**, [go to step 5.3](#)
 - If **NO**, [go to step 5.11](#)

5.3. Print Notice of Emergency Award

- Create a pdf of the Notice of Emergency Award
- [Go to step 5.4](#)

Emergency Purchases

5.4. Send to Procurement Admin Assistant

- Send to Procurement Admin Assistant through Salesforce for Procurement Operations Senior Manager (or designee) signature
- When signed award is returned, [go to step 5.8](#)

Procurement Administrative Assistant

5.5. Obtain signature

- Obtain signature from Procurement Operations Senior Manager (or designee)
- After receiving signed document, [go to step 5.7](#)

Procurement Operations Senior Manager (or designee)

5.6. Sign Notice of Emergency Award

- Review and sign the Notice of Emergency Award.
- Return to Procurement Admin
- [Go to step 6](#)

Procurement Administrative Assistant

5.7. Return signed award

- Return signed Notice of Emergency award to Compliance Officer
- [Go to step 6](#)

SSC Compliance Officer

5.8. Save signed Notice of Emergency Award

- Save the signed Notice of Emergency Award from the Salesforce case
- [Go to step 5.9](#)

Emergency Purchases

5.9. Close Salesforce case

- Note completion of award
- Close Salesforce case
- [Go to step 5.10](#)

5.10. Post to VBO

- Create and post a new VBO entry for an Emergency award, attaching the signed Notice of Emergency Award. [APSPM §9.3b]
- [Go to step 6](#)

5.11. Note PO

- Note in the E01/S01 log and add a comment to the PO that order showed up on E01/S01 report for week of m/dd/yy "Not a properly documented E01-S01. A Change Order will not be completed to correct the PO category. Finding noted here for compliance."
- [Go to step 6](#)

End

6. End

Business Rule

Agency employees may make emergency purchases of goods/services only when necessary to protect personal safety and/or property, and only if the purchase cannot be completed using normal purchasing procedures. The employees must perform such purchases according to the requirements of APSPM Chapter 9. Non-Technology purchases will be reviewed by the VCCS Chief Procurement Officer to determine whether the emergency method is justified.

Institution Responsibility:

For any emergency purchase, the institution will:

- Seek competition to the extent practicable under the circumstances, select a vendor, and negotiate a fair and reasonable price with the selected vendor
- Document the procurement actions:
 - Actions performed to select a vendor
 - Negotiation efforts with the selected vendor
 - Terms of the final agreement reached with the selected vendor
- Instruct the selected vendor to proceed with supplying goods/services, to include only that which is necessary to cover the requirements of the emergency
- Complete an Emergency Procurement Justification and Approval Form and present it to the College President or designee for review. The institution is responsible for justifying the emergency procurement by explaining:
 - The nature of the emergency
 - The reason for selecting the vendor who provided goods/services
 - The reasonableness of the price
- (President or designee) Review the Emergency Procurement Justification and determine whether it meets the criteria for an emergency
- As soon as practicable, submit a confirming purchase requisition that identifies the goods and/or services purchased, and the terms of the agreement made with the vendor

Emergency Purchases

SSC Responsibility:

For any emergency purchase, SSC will:

- Handle the submitted purchase requisition in accord with rules and procedures pertaining to confirming orders
- Ensure that all approved emergency documentation is included in the procurement file
- Post any required notice of emergency award on eVA VBO

For any non-Technology emergency purchase, SSC will:

- Send the partially approved form to the VCCS CPO (or designee) for review

Requirements

An emergency purchase must be made with such competition as is practicable under the circumstances. The purchasing agency must negotiate a fair and reasonable price and document its actions. [APSPM §9.1; Technology Procurement Guideline §6.5.1]

A confirming contract or purchase order must be issued as soon as practicable after directing the vendor to proceed. [APSPM §9.2]

A written determination concerning the nature of the emergency and reason for selection of the vendor must be prepared and submitted for review and possible approval. Written determinations for non-IT procurements are reviewed by the agency President or designee and by the VCCS Chief Procurement Officer or designee. [APSPM §9.3a]

Written determinations for IT Procurements are reviewed by the Chancellor or designee, the agency President or designee, or the chief procurement official of the

Emergency Purchases

agency or System Office. [Technology Procurement Guideline §6.5.2]

A notice of emergency award must be posted to eVA VBO. [APSPM §9.3b; Technology Procurement Guideline §6.5.3]

When an emergency purchase is not justifiable as an emergency, that decision must be clearly communicated to the person with responsibility for the procurement.

Authorities

- Virginia Code §2.2-4303(F)
- APSPM Chapter 9
- VCCS Technology Procurement Guideline §6.5

Approvals

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SSC Line of Service

Procurement Purchasing

Version Control

Version 1.00:

- **Author/Editor** – Kara Stewart
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- **Approvals** – Service Line Senior Leader, Process Council, Management Council
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- **Author/Editor** – Michele Johnson
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