



EMERGENCY PROCUREMENTS

Policy Title: Emergency Procurements

Policy Type: Administrative

Policy Number: #43-19 (2014)

Approved: 04/22/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has established policy governing emergency procurements.

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DEFINITIONS

eVA – Virginia’s online electronic procurement system at www.eVA.virginia.gov

Emergency – an occurrence of a serious and urgent nature that demands immediate action.

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

EMERGENCY PROCUREMENTS POLICY CONTENTS

Emergency applies to procurements of a serious and urgent nature. Departments are responsible for contacting Procurement Services to discuss emergency requirements prior to initiating a procurement action, when reasonably possible.

For an emergency procurement required to protect personal safety or property, efforts should be directed to finding a source and directing the contractor to proceed; however, such procurement shall be made with such competition as is practicable under the circumstances. This does not relieve the University from negotiating a fair and reasonable price and subsequently documenting the procurement action.

For other type of emergencies, Procurement Services may award a contract, in accordance with state procurement regulations, for goods or services without competitive bidding or competitive negotiation; however, such procurement shall be made with such competition as practicable under the circumstances.

A written determination giving the basis for the emergency and for the selection of the particular contractor, signed by the President or Vice President for Finance and Administration, shall be posted on the Commonwealth's electronic procurement website (eVA) and included in the purchase file.

Procurement Services will obtain any required approvals from the Department of General Services or the Virginia Information Technologies Agency.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 01/16/2021
- Approval by, date: President, 04/22/2015

- Revision History: 07/01/1995, 07/01/2014, 04/22/2015, 10/06/2016; 01/16/2017
- Supersedes: Procurement Services Policy and Procedures No. 6

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.