



EMERGENCY PROCUREMENT POLICY

Policy Title: Emergency Procurement Policy

Policy Type: Administrative

Policy Number: 43-19 (2022)

Approval Date: 3/03/2022

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has an established policy governing emergency procurements.

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DEFINITIONS

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

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

An emergency request is to satisfy circumstances of a serious or urgent nature that require immediate action to prevent further problems. Failure to plan or to avoid loss of funding is not considered an emergency circumstance.

The department is responsible for contacting Procurement Services to discuss emergency requirements prior to initiating action, when possible. Emergency procurements should be subject to competition as is practicable under the circumstances. All efforts are to be made to negotiate a fair and reasonable price and to document fully the procurement file. The department is required to submit a requisition with information regarding the need for emergency procurement within five (5) business days after the situation was declared an emergency.

A written determination giving the basis for the emergency and for the selection of the particular contractor, signed by Director, Associate Director or the Vice President for Finance and Administration shall be posted on the Commonwealth's electronic procurement eVA website and included in the procurement file. All emergencies declared a State emergency will be processed per applicable Executive Order at <http://www.governor.virginia.gov> and referenced in the procurement file.

EDUCATION AND COMPLIANCE

The intent of the policy is to provide and guidance to all campus departments and activities on emergency procurement transactions. Procurement Services will provide training to the campus community on emergency procurement on an annual basis along with basic procurement training. Procurement Services will post and track emergency procurements in the Virginia Business Opportunities portal of eVA as required by the Commonwealth of Virginia.

PUBLICATION

This policy shall be widely published and/or distributed to the University community. To ensure timely publication thereof, the responsible executive shall proceed as follows:

- 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: 03/03/2025
- Approval by, date: Board of Visitors, 04/22/2015
- Revision History: 07/01/1995; 07/01/2014; 04/22/2015; 10/06/2016; 01/16/2017,01/04/2021; 02/01/2022
- Supersedes: Procurement Services Policy and Procedures No. 6

RELATED DOCUMENTS

Governing Rules - [§ 23.1-1017. Covered institutions; operational authority; procurement \(virginia.gov\)](#)

Higher Ed Manual - [Bill Tracking - 2008 session > Legislation \(virginia.gov\)](#)

FORMS

Emergency

<http://www.nsu.edu/getattachment/About/Administrative-Offices-Services/Procurement-Services/Forms/Notice-of-Emergency-Award-Justification-fillable.pdf.aspx?lang=en-US>