 Emergency Procurement Report Form

According to ORS 279B.080, agencies must document the nature of the emergency and describe the method used for selecting the particular contractor. Complete and print this form for agency head approval, then keep in procurement file.

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| --- | --- |
| **Agency name:** | Click here to enter text. |

1. DESCRIPTION OF THE SUPPLIES AND SERVICES

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| --- |
| Click here to enter text. |

1. COST OR ANTICIPATED COST

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| --- |
| Click here to enter text. |

1. DESCRIPTION OF THE EMERGENCY CIRCUMSTANCES

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| --- |
| Click here to enter text. |

1. DESCRIPTION OF THE ANTICIPATED HARM FROM FAILING TO ESTABLISH THE CONTRACT ON EXPIDITED BASIS

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| --- |
| Click here to enter text. |

1. EXPLANATION OF HOW THE CONTRACT DURATION WAS RESTRICTED TO EMERGENCY CIRCUMSTANCES

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| Click here to enter text. |

1. DOCUMENTATION OF THE MEASURES TAKEN TO ENCOURAGE COMPETITION

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| Click here to enter text. |

1. AMOUNT OF BIDS, QUOTES, OR PROPOSALS OBTAINED (IF ANY)

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| Click here to enter text. |

1. REASON FOR SELECTING THE CONTRACTOR

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| Click here to enter text. |

1. **AGENCY HEAD APPROVAL:**

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Agency Head Signature Date