

Information Technology Emergency Procurement Justification Form

Iowa Administrative Code 129–10.3(1)(f)(2): Emergency procurement.

An emergency procurement in lieu of any other procurement method set forth in this rule when the purchasing entity determines the definition of “emergency” as set forth in this chapter is satisfied. The following requirements shall apply to an emergency procurement:

1. An emergency procurement shall be limited in scope and duration to meet the emergency. When considering the scope and duration of an emergency procurement, the purchasing entity should consider price and availability of the information technology so that the purchasing entity obtains the best value for the funds spent under the circumstances.
2. Justification for the emergency procurement shall be documented and, in the case of participating agencies, submitted to the office in connection with the approval required by rule 129–10.7(8B). The justification shall include a description of the information technology to be purchased, the cost, and the reasons the purchase is an emergency. The justification and any corresponding approval shall be maintained by the purchasing entity initiating the action.
3. The head of the purchasing entity shall sign all emergency justification forms, contracts, and amendments regardless of value or length of term. If the head of the purchasing entity is not available, a designee may sign an emergency contract or amendment.
4. Use of an emergency procurement does not relieve the purchasing entity from negotiating a fair and reasonable price and documenting the procurement action.

PURCHASING ENTITY INFORMATION

Purchasing Entity Name:	
Contact Name:	
Contact Email:	
Contact Phone Number:	
Agency Director or Head of Purchasing Entity Name:	

EMERGENCY PROCUREMENT INFORMATION

Vendor Name:	
Total Value of Contract:	
State Funds:	
Federal Funds:	
Length of Contract:	

TERMS AND CONDITIONS

What terms and conditions will be used to govern purchase of these goods/services?

- ☐ New negotiated terms limited in scope to the needs of this procurement
- ☐ Existing Master Agreement (Contract Number: _____)
- ☐ Competitive Bid Selection Process (RFP, RFB, etc.)
- ☐ Other (Please explain): _____

BRIEF DESCRIPTION OF PROCUREMENT REQUEST

What are the goods and/or services to be procured and what function do they serve?

DATA SENSITIVITY AND SYSTEM INTEGRATION

Where will the system reside (if applicable):

What types of sensitive or protected data will the system process or store? (Select all that apply)

- ☐ None, not applicable, or non-sensitive data
- ☐ Criminal Justice Information Services Data (CJIS)
- ☐ Federal Educational Rights and Privacy Act (FERPA)
- ☐ Federal Tax Information (FTI)
- ☐ Health Insurance Portability and Accountability Act (HIPAA)
- ☐ Personally Identifiable Information (PII)
- ☐ Social Security Administration Information (data received directly by SSA)
- ☐ Other (Please explain): _____

Describe any compatibility, interoperability, connectivity, or system integration concerns that may impact this Emergency Procurement (if applicable):

EMERGENCY PROCUREMENT QUALIFICATION

What qualifies this procurement as an emergency? (Choose all applicable)

- ☐ There is a condition that threatens public health, welfare or safety.
- ☐ There is a condition in which immediate action must be taken to preserve critical services or programs.
- ☐ There is a condition that compromises the security of information systems or lifeline critical infrastructure, or otherwise poses a substantial risk or threat to the security, confidentiality, or integrity of sensitive or confidential information.
- ☐ There is a condition in which the need is a result of events or circumstances not reasonably foreseeable.

Explain how this emergency procurement is limited in scope and duration to meet the emergency. When considering the scope and duration of an emergency procurement, the purchasing entity should consider price and availability of the information technology so that the purchasing entity obtains the best value for the funds spent under the circumstances.

SIGNATURE of Agency Director or Head of Purchasing Entity

Date: