

**Emergency
Written Determination**

Agency Identification: [Click Here to Enter Agency Name and Number](#)

Describe the nature of the emergency condition and the resulting immediate threat to public health, welfare, critical economy and efficiency, or safety that this procurement responded to: [Click Here to Enter a Description of the Emergency](#)

Describe the facts and circumstances giving rise to the above describe emergency condition and threat: [Click Here to Enter a Description of the Facts and Circumstances](#)

Agency has contracted with or plans to contract with Emergency Vendor for the supplies, services, information technology, or construction described below per S.C. Code Ann. §11-35-1570 and S.C. Regulation 19-445.2110, Emergency Procurement.

Emergency Vendor: [Click Here to Enter Vendor Legal Name and dba Name](#)

Basis for Selection of the Vendor—[Click Here to describe competitive selection process including practical limitations](#)

Description of supplies, services, information technology, or construction: [Click Here to provide a description of the product\(s\) or service\(s\) being acquired](#)

Required Signatures:

Prepared by: _____

Date: ____/____/____

Printed Name: Enter Name of Preparer

Title: Enter Title of Preparer

Approved by: _____

Approval Date: ____/____/____

Printed Name: Enter Authorized Approver Name

Title: Enter Authorized Approver Title

**Emergency
Written Determination - Instruction**

Agency Identification – *Provide Agency Name and Number*

Describe the nature of the emergency condition– *An emergency conditions is a situation which creates a threat to public health, welfare, critical economy and efficiency, or safety. Emergency conditions may arise by reason of floods, epidemics, civil unrest, equipment failure, fire, or such other reason as may be proclaimed by either the Chief Procurement Officer or the head of a purchasing agency. Emergency conditions are typically sudden and unexpected. Such conditions must create an immediate and serious need for supplies, services, information technology, or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten:*

- 1. The functioning of State government;*
- 2. The preservation or protection of property; or*
- 3. The health and safety of any person*

Describe the resulting immediate threat to which this procurement responds.

Recommend this section be pasted into the required public notice of intent to award without competition.

Description of the facts and circumstances giving rise to the above describe emergency condition and threat – *Any governmental body may make emergency procurements when an emergency condition arises and the need cannot be met through normal procurement methods. Circumstances that could have been foreseen, such as the expiration of a contract occasionally occur; however, the scope of the response should be limited to the length of time required to conduct a procurement in compliance with the Code.*

Emergency Vendor - *Provide Vendor Legal and dba Name*

Basis for Selection of the Vendor – *include a description of the competitive selection process the Agency conducted or will conduct, if any, and explain why more extensive competition was/is not practical under the circumstances*

Recommend this section be pasted into the required public notice of intent to award without competition.

Description of supplies, services, information technology, or construction *Provide a description of the supplies, services, information technology, or construction items necessary to meet the emergency.*

Notes:

Authorized Approver signature is the agency head unless the agency head has delegated that authority in writing. Written notification of delegation of authority must be provided to the Materials Management Officer.

Retention: Emergency Determinations are required to be included in the contract file.