

2.6 Emergency Purchases and Confirming Requisitions

In the event of an emergency, meaning a situation that requires an urgent response, procurement of goods and/or services will be expedited. The procurement regulations promulgated under Section 37-2 of the General Laws define emergencies as situations that constitute immediate dangers to health and safety, threats to property and necessary functions, and failure of critical equipment. Inadequate anticipation of need and commitments which extend beyond the immediate response to the emergency (i.e. prevention of future problems by corrective measures) shall not be considered justification for "emergency" purchases.

The procedure to use is as follows:

Emergency procurements shall be made with such competition as is practicable under the circumstances. When possible, departments should utilize vendors on the Master Price Agreements (MPA) or Agency Price Agreements (APA).

1. If the cost is expected to be \$5,000 or less and the emergency occurs during regular working hours or after regular working hours:

Departments should process a Limited Value Purchase Order (LVPO), when allowable (see section 2.16). All efforts should be made to obtain competitive quotes and issue a purchase order prior to having any goods or services delivered. However, in order to react quickly to critical situations it may not be possible to follow normal purchasing procedures prior to taking corrective action. All emergency LVPO's must state "Emergency" in the body of the PO and include an emergency justification form.

2. If the cost is expected to exceed \$5,000 or is not allowable on an LVPO (see section 2.16) and the emergency occurs:

During regular working hours – The University Purchasing Department Buyer must be contacted and the emergency described. Depending on the nature of the emergency, the URI Purchasing Department will provide the appropriate emergency procedures to be followed.

After regular working hours – The department responsible person or designee has the authority and responsibility to proceed to correct the situation whenever life, property or research is in jeopardy. The requesting department will prepare an on-line College Requisition indicating that it is “Confirming” and attach an emergency justification form which must include the basis of the emergency and reason for selection of the particular vendor.

Under normal circumstances confirming College Requisitions and LVPO’s for goods or services already received cannot be processed.