



# Utah Department of Corrections

## Clinical Services Bureau

State of Utah

BRIAN NIELSON  
*Executive Director*

CHYLEEN RICHEY  
*Deputy Director*

TONY J. WASHINGTON  
*Bureau Director*

COLEEN GUYMON  
*Deputy Bureau Director*

### MEMORADUM

To: Brian Nielson, Executive Director, Utah Department of Corrections

From: Tony Washington, Clinical Services Bureau Director

Date: June 23, 2021

Re: Delegation of Authority Emergency Procurement UCA 63G-6a803 UAC R33-8-401.

Whereas the emergency procurement authority was granted by the State of Utah Chief Procurement Officer, Christopher Hughes, to all executive directors of the State of Utah Executive Departments;

Whereas, the authority includes the requirement to follow 63G-6a-803 and R33-8-401 of the Utah Administrative Code;

Whereas the Executive Director or designee must approve the use of the emergency procurement process and sign the procurement documents related to the emergency purchase to prove that emergency procurement authority was granted;

Whereas 63G-6a-803 requires the documents be publicly posted within 14 days and the Chief Procurement Officer requires the emergency procurement documentation be sent to the Utah Division of Purchasing ([purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov)) within 12 days in order to be able to post the documentation to <https://purchasing.utah.gov/emergency-purchases/>;

Whereas the executive director may delegate the emergency procurement authority in writing to an individual within the department;

Clinical Services Bureau is requesting that the Department of Corrections Executive Director authorize Tony Washington and/or Colleen Guymon to make emergency procurements for the Clinical Services Bureau, effective June 23, 2021.

Additionally, 36 claims have been processed between the time that former director Mike Haddon resigned on December 17, 2020 up through this date of June 23, 2021. Executive Director Nielson has reviewed these 36 emergency purchases from Clinical and has approved them as well.



- Reviewed
- Denied
- Revise and resubmit
- Approved

Brian Nielson

Executive Director

**63G-6a-803 - Emergency Procurement Documentation Form**  
(effective 5/5/2021)  
Send to [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov)

**Date submitted to State Purchasing-** 12/2/2021

**Submitter-** JH

**Division-** UDC Clinical Services Bureau

**CSB Tracking Number-** 22M0314

**DOS-** 11/10/21

**Cost of Service-** \$542.73

- 1. Describe the specific emergency that necessitated the Emergency Procurement-**

**Medical Emergency**

- 2. Name of the highest-ranking government official that approved the emergency procurement-**

**Brian Nielson, Executive Director, Utah Department of Corrections**

- 3. List each written contract related to the emergency procurement-**

**N/A**