



# Utah Division of Purchasing and General Services

## COVID – 19 Purchase Exception

### **UPDATED APRIL 2, 2020: Effective Immediately, Agency Purchases Due to The Coronavirus Outbreak Are Excepted from Competitive Solicitation Laws and Policies**

On March 6, 2020, Governor Gary Herbert declared a state of emergency due to the outbreak of the novel coronavirus. Response to the emergency has created special market conditions for many of the goods and services that assist in preparing for, and fighting against, the spread of the virus.

The Director of Purchasing may authorize state agencies to make emergency procurements without using a standard procurement process. See UCA 63G-6a-803. Accordingly, through **May 31, 2020**, procurements for goods and services that are directly related to the State's response to the coronavirus are excepted from competitive solicitation requirements. Agencies are encouraged to use as much competition as reasonably practicable with this exception. Purchases made under an emergency procurement should be limited in time and not exceed the state of emergency.

During this time, agencies that conduct coronavirus-related procurements must prepare a log of their expenditures. A template for this reporting log, called the Coronavirus Special Market Condition Purchase Template, is [attached by link](#). Templates must include the following information:

Agency: identify your agency.

- Start Date: Enter the date of purchase or the start date of the contract, whichever is applicable.
- End Date: Enter the end date of the emergency contract, if applicable.
- Vendor Name: Enter the name of the vendor.
- Statewide Vendor Number: Enter the vendor's statewide vendor number, if applicable.
- Purpose: Enter the purpose of the purchase, e.g., medical supplies, cleaning supplies, cleaning services.
- Amount: Enter the amount of the purchase.

The template should be filled out, approved by the agency's director, and transmitted to [christopherhughes@utah.gov](mailto:christopherhughes@utah.gov) every two weeks.

On or around **May 31, 2020**, State Purchasing will review whether this exception will be extended for an additional period.

Agencies are reminded that many goods and services are available on State Cooperative Contract, and that these contracts have set pricing and terms. Currently, the Division of Purchasing is working to put emergency relief contracts in place to help with commonly used services. When these are completed we will send out a notice.

Sincerely

Christopher Hughes  
Director of Purchasing & General Services