

63G-6a-803 - Emergency Procurement Documentation Form

(effective 5/5/2021)

Send to purchasingsolicitations@utah.gov

Date submitted to State Purchasing- 9/27/2022

Submitter- B.B.

Division- UDC Clinical Services Bureau

CSB Tracking Number- 23M0133

DOS- 8/18/2022

Cost of Service- \$1,365.75

**1. Describe the specific emergency that necessitated the Emergency Procurement-
911 Dispatched for Medical Emergency Ambulance.**

**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



State of Utah

BRIAN NIELSON
Executive Director

CHYLEEN RICHEY
Deputy Director

Utah Department of Corrections Clinical Services Bureau

STEVEN TURLEY
Bureau Director

COLEEN GUYMON
Deputy Bureau Director

MEMORADUM

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

From: Steve Turley, Clinical Services Bureau Director

Date: September 14, 2022

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) 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;

The Clinical Services Bureau is requesting that the Department of Corrections Executive Director authorize Steve Turley and Colleen Guymon to make emergency procurements for the Clinical Services Bureau, effective September 14, 2022.



- Reviewed
- Denied
- Revise and resubmit
- Approved

A handwritten signature in blue ink, appearing to read "Brian Nielson", is written over a solid horizontal line.

Brian Nielson

Executive Director

CC: Brian Nielson, Department of Corrections
Chyleen Richey, Department of Corrections
Steven Turley, Department of Corrections
Colleen Guymon, Department of Corrections
Kenny DeLand, Department of Corrections
Danny Bokovoy, Attorney General's Office



Utah Division of Purchasing and General Services

POLICIES AND PROCEDURES

Subject: Emergency Purchase Process for Executive Branch State Agencies

Policy Number: PURCH-01

Reference: UCA 63G-6a-803 UAC R33-8-401, Delegation to Executive Directors updated January 31, 2018

Issue/Revision Date: 21 April 2021

Purpose:

The purpose of this policy is to establish the process for emergency purchases for all Executive Branch Agencies that fall under the jurisdiction of the Utah Division of Purchasing

Definitions:

"Executive Branch Procurement Unit" means a department, division, office, bureau, agency, or other organization within the state executive branch.

Policy:

The Executive Branch Procurement Unit shall conduct an emergency procurement as outlined in UCA 63G-6a-803, UAC R33-8-401, and as described in the limited purchasing delegation to Executive Branch Procurement Units from Christopher W. Hughes, Director of Purchasing on January 31, 2018. Within 12 days of the emergency procurement, the Executive Director or the Executive Director's designee of the Executive Branch Procurement Unit shall prepare and submit documentation

- a) describing the specific emergency that necessitated the emergency procurement;
- b) documenting the selection of the procurement item;
- c) declaring the name of the highest-ranking government official that approved the emergency procurement; and
- d) providing each written contract related to the emergency procurement.

The documents shall be sent to purchasingsolicitations@utah.gov. Within two days of receiving the emergency procurement documentation, the Utah Division of Purchasing shall post the documentation to the Division's website.