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

**(effective 5/5/2021)**

**Send to purchasingsolicitations@utah.gov**

**Date submitted to State Purchasing- 9/27/2021**

**Submitter- B.B.**

**Division- UDC Clinical Services Bureau**

**CSB Tracking Number- 22J0019**

**DOS- 8/24/2021**

**Cost of Service- $2826.80**

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

   **CRITICAL ACCESS HOSPITAL**

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**

UTAH DEPARTMENT OF CORRECTIONS

State of Utah

BRIAN NIELSON
*Executive Director*

CHYLEEN RICHEY
*Deputy Director*

# Utah Department of Corrections
## Clinical Services Bureau

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) 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.

UTAH DEPARTMENT OF CORRECTIONS

( ) Reviewed
( ) Denied
( ) Revise and resubmit
( X ) Approved

Brian Nielson

Executive *Director*

14425 South Bitterbrush Lane, Draper, Utah 84020 • telephone (801) 576-7114 • facsimile (801) 576-4051

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.