



# Utah Department of Corrections

## Clinical Services Bureau

State of Utah

BRIAN NIELSON  
*Executive Director*

CHYLEEN RICHEY  
*Deputy Director*

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](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;

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

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