

Justification of Emergency Purchases

QUESTIONNAIRE

This Questionnaire has been designed by the Department of Procurement Services to guide departments in relaying information necessary to process requisitions on an “emergency purchase” basis. Please complete and attach this Questionnaire as applicable. Your cooperation in answering the questions listed below will assist us in handling emergency purchases expeditiously.

- 1) Describe/explain the emergency:

The COVID 19 Corona virus is present in the state of Texas. It is highly contagious and is very likely to spread. As a result, the governor has declared state of disaster for all of Texas and emergency management operations are currently ongoing.

- 2) What will happen if the goods are not received or the service is not performed as requested?

The Texas Division of Emergency Management will not have the means to rapidly disseminate information in mass to local jurisdictions throughout the state concerning COVID 19 emergency management operations.

- 3) Why were requirements not anticipated?

The division is in the process of evaluating creating the ability to handle mass notifications in house, but COVID 19 operations have interrupted those plans.

- 4) Is your department willing to pay “rush” handling/shipping charges which may significantly increase the cost of the purchase? YES NO

- 5) Give any additional information you feel may aid the Procurement Services in processing this requisition.