

UConn HEALTH

POLICY NUMBER 2006-31

April 9, 2013

POLICY: EMERGENCY PURCHASE

PURPOSE:

This policy establishes guidelines for emergency purchases.

SCOPE:

All UConn Health faculty and staff.

POLICY STATEMENT:

UConn Health fully supports and complies with the state's bidding requirements. An open and competitive process for selecting a supplier is always preferred and all purchases exceeding \$10,000 that are required to be bid out shall be bid out.

It is recognized, however, that emergency situations may arise, which prevent UConn Health from following normal competitive bidding practices. According to Connecticut General Statutes § 10a-151b(c), "Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the chief executive officer may, if it is for the best interest of the state, make purchases without competitive bidding." At UConn Health, the responsibility for determining whether an emergency purchase justifies waiving the competitive bid process has been delegated to the Director of Procurement, with additional approval from other levels of management, depending on the cost of the purchase at issue.

If a UConn Health department needs to obtain goods or services costing more than \$10,000 in an expedited fashion due to an emergency situation, the department may request a waiver of the competitive bidding process by completing [UConn Health's Emergency Purchase form](#) and submitting it to the Procurement Department in accordance with current procurement procedures. The requesting department must complete the form in its entirety in order to provide a clear justification as to why the bidding requirements should be waived for their purchase. The form will be reviewed by the Director of Procurement and other levels of management, as required. If the Emergency Purchase form is approved, the purchase will be made without the normal competitive bidding process.

If the requesting department wishes to increase the amount or change the scope of a purchase that has been previously approved as an Emergency Purchase, the requesting department must submit an updated Emergency Purchase form for review and approval before that purchase can proceed.

Lori Acomb (Signed)

4/11/13

Lori Acomb
Director of Procurement

Date

John Biancamano (Signed)

4/15/13

John Biancamano
Chief Financial Officer

Date

Frank Torti (Signed)

4/24/13

Frank M. Torti
Executive Vice President for Health Affairs

Date

Revised: 06/23/06, 04/9/13