



Agency Contract Procurement Justification: Consistent with Executive Order No. 619

Each office and agency shall take all appropriate steps to limit the purchase, use, or sale of single-use plastic bottles to only those circumstances: (check off which circumstance applies i-iv)

(i) when no alternative is available or practicable;

An alternative to purchase acceptable substitutes was not adequate for the following reasons:

(ii) when necessary to protect health, safety, and welfare;

Necessary to protect the health, safety and welfare for the following reasons:

(iii) when compliance with this Order would conflict with contract requirements or labor agreements in existence as of the effective date of this Order or agreements solicited before the effective date of this Order, and

The following contract requirements or labor agreements are already in existence:

(iv) to prepare for or respond to an emergency under 801 CMR 21.05

An emergency Contract shall be appropriate whenever a Procuring Department Head determines that an unforeseen crisis or incident has arisen which requires or mandates the immediate acquisition of single-use bottles to avoid substantial harm to:

- 1) The functioning of government or;
- 2) The provision of necessary or mandated services or;
- 3) Whenever the health, welfare, or safety of Clients or other persons or serious damage to property is threatened;

_____ is responding to
[Agency name]

[Describe the unforeseen crisis or incident]
which requires the immediate acquisition of _____.
[describe commodities or services].

Identify whether the emergency is to avoid substantial harm to section iv (1, 2, 3,) above and describe:

The Contract shall be effective from _____ - _____.

This is the period necessary to cure the emergency or in accordance with policies and procedures issued by the Executive Office for Administration and Finance (ANF), the Operational Services Division (OSD), and the Office of the Comptroller (CTR).

Please complete this form and upload into the COMMBUYS Procurement File along with appropriate documentation related to the incident that precipitated the need.