

Emergency Procurement Justification Form

Applicants must comply with Federal procurement standards as a condition of receiving PA funding for contract costs for eligible work. FEMA will closely review procurement, with particular emphasis on noncompetitive procurement actions to evaluate compliance with Federal requirements. Current Federal procurement standards (found at 2 C.F.R. § 200.320(f)(2)) allow non-state entities to noncompetitively procure contracts (i.e., sole-sourcing) under certain emergency or exigent circumstances. For instances where sole source is the circumstance, it is recommended to submit a narrative with your submission.

Applicants are encouraged to follow competitive procurement requirements when purchases for contract services are not needed immediately. When materials are immediately needed, an emergency/exigency exemption may apply. Fill out this form if your entity non-competitively procured goods/services over \$10,000.00 (or lower, dependent upon your entity's micro-purchase threshold) in a single contract to justify its emergency procurement.

This form should be signed by the appropriate official and uploaded into Grants Portal under the appropriate project.

Vendor(s):

Description of supplies/services received:

Procurement Dates

Provide a date range this procurement began and is expected to end.

Justification fro Non-Competitive Procurement:

Item only available from a single source.

Public Emergency/Exigency

Other

If Public Emergency/Exigency, was the procurement performed during the Public Health Emergency?

YES

NO

Narrative/Justification

Provide the circumstances surrounding the procurement, any steps taken to perform a competitive procurement, why a non-competitive procurement was chosen.

Conflicts of Interest

Please describe any known conflicts of interest that exist between the applicant and vendor.

Attesting Individual (Name, Title)

I certify that the above information is accurate and true.

Date