

Emergency Justification Form

Requisition #: REQ2200069

Date: 8/17/21

Amount of Purchase: \$4000.00

EMG: FY20220026

Department: Sheriff's Dept.

Vendor: Ultimate Database Solutions

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation. UDS is used to maintain our data for daily use.
2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage): Loss of records.
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: Software is needed in order to continue processing civil, TRO inventory.
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): UDS has been contracted since 2017.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

Elected Official/Department Supervisor

7/8/21
Date

County Manager

8/19/21
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/19/21

Emergency #: FY 2122-026