# DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES

# OFFICE OF STATE PROCUREMENT

Critical Emergency Procurement Justification Form

Complete all sections of this *Critical* *Emergency Procurement Justification Form* and follow the steps specified in the *Critical* *Emergency Procurement Procedures*. Email the completed form to the Office of State Procurement review mailbox at [osp.review@arkansas.gov](mailto:osp.review@arkansas.gov) to ensure timely review.

# Procurement Unit Requesting the Critical Emergency Procurement

Requesting Department: Choose an item.

Requesting Division: Click here to enter text.

Purchasing Contact: Click here to enter text. Phone Number: Click here to enter text.

Email: Click here to enter text.

# General Information

Description of Service/Commodity: Click here to enter text.

Vendor Name, if applicable: Click here to enter text.

Start Date of Resulting Contract: Click to enter date. Expiration Date of Resulting Contract: Click to enter date.

Total Projected Cost: Click here to enter text.

# Identify the circumstances justifying an Emergency Procurement. Indicate how human life or health, state property, or the functional capability of a state agency is imminently endangered.

# According to Arkansas Procurement Law, endangerment of state property or the functional capability of a state agency circumstances, regardless of urgency, *do not* justify a Critical Emergency Procurement. Endangerment of human life or health that is not imminent *does not* justify a Critical Emergency Procurement.

Click here to enter text.

# Provide additional details as needed.

Click here to enter text.