# DES EMERGENCY FILING JUSTIFICATION

**Purchase Requests/Purchase Orders**

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| **NOTE: Every question must be answered or the SSCD will reject the filing.** |

*Please refer to the* [*CPU SharePoint page*](http://one.dshs.wa.lcl/FS/OSS/CPU/Purchasing/Pages/PurchasesExemptfromCompetitionSoleSourceEmergencyPurchasesOver$10%2c000.aspx) *for Emergency filing information.*

*For information on emergency procurements/purchases, please review the Department of Enterprise Services (DES) policy:* [*Policy #DES-130-00, Emergency Procurement/Purchases (RCW 39.26.130)*](http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/Topic3_FinalEmergencyPolicy.pdf)*.*

*After electronically completing this form, please send to the Central Purchasing Unit.*

**SECTION 1 – Purchase Request/Purchase Order Information**

**1. Administration/Program and Contact Person:** **Yakima Valley School - Lorena Mora**

**2. Proposed Purchase Date:** **07/01/2024**

**3. Vendor Name & Address:** **NC Power Systems Company**

**4. Vendor’s TIN or SSN: SWV0003410-02**

**5. Purchase Request (PR) Number: PR2416305 and/or Purchase Order (PO) Number (if known): 300PO2412575**

**6. Purpose of Purchase:** **Need rental generators on site for power outages due to wildfire season and our backup generator might fail.**

**7. Funding Source:**

Federal: $

State: $

Other: $

**Total: $**

**SECTION 2 – Ethics Questions**

1. **Are any of the Vendor’s staff CURRENT state employees?**

**YES**  **NO**

**If YES, please provide the following information for EACH current state employee** (use a separate sheet of paper, if necessary)**:**

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| --- |
| **Employee’s Name:**  **State Agency Where Employed:**  **Position Title:**  **Has employee received Ethics Board approval? YES**  **NO**  **If Board approval NOT granted, explain why:** |

**2. Are any of the Vendor’s staff FORMER state employees within two (2) years of the purchase date?**

**YES  NO**

**If YES, please provide the following information for EACH former state employee** (use a separate sheet of paper, if necessary)**:**

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| --- |
| **Employee’s Name:**  **State Agency Where Last Employed:**  **Position Title:**  **Termination Date:** |

**SECTION 3 – NEW Contract Justification Questions**

**1. Explain the nature of the emergency and all relevant circumstances associated with the emergency.**

Need rental generators on site for power outages due to wildfire season and our backup generator is old and obsolete, and might fail.

**2. Describe the threat to the health or safety of individuals, property or essential state functions if immediate action was not taken. Provide an estimate of the potential material loss or damage.**

Backup generators are in place to operate if/when a natural disaster occurs and threatens the daily operation of our care facility (e.g. wildfires and the county's emergency response to cut off all power supplies to alleviate more fire causing sources.)

**3. Explain how the goods and/or services of the vendor alleviated or eliminated the emergency. Describe what the consequences would have been if the emergency action had not been taken and the risks associated with inaction.**

If the main power were to be shut off, and there were no back up generators our facilities' daily operations would be in peril, and we would be unable to provide the nesscessary care most of our residents require due to their in ability to care for themselves.

**4. Describe the vendor’s qualifications, experience and background to provide the emergency goods and/or services and the basis on which this vendor was selected over other qualified vendors.**

The vendor has the nesscessary equipment and time availabile on hand to deliver in a prompt and timely manner.

**5. Explain how the agency concluded that costs, fees, or rates are fair and reasonable, since competition was not used as the means for procurement.**

Due to the many failed fuel tests conducted on our facilities' exsisting longstanding back up generator, there would currently be not enough time to purchase and install a new generator. Rented equipment would be a quick and approiate solution in case their were any emergency. This will help with reassuring our facilities operation while the request to purchase a new generator is evaluated.

**SECTION 5 – Processing** (to be completed by the Central Purchasing Unit)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

DSHS CCLS Website: Posted on .

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