

Emergency Justification Form

Requisition #: CM-

Date: 11/7/2013

Amount: \$725

Department: County Manager

Vendor: Happy Software

EMG: FY1314-023

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.

**Bernalillo County is acting as a contractor to perform the work of the San Miguel County Housing Dept. They require training they utilize the Housing Pro software that is required to perform these duties.**

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):

**The training needs to happen as soon as possible due to the fact that the Bernalillo County staff cannot access the data or perform the duties they need until they have been trained in the software.**

3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:

**With the recent unexpected loss of the entire Housing Department staff, it was necessary to quickly identify an alternative to provide these services. Because the work of this department will not resume until the training is completed, it is imperative to complete the training as soon as possible.**

4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable):

**The vendor was selected because they are the only vendor that provides training for this software. The Housing Pro software is a product of Happy software, and therefore they are the only company that provides training for the software.**

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:

\_\_\_\_\_/s/\_\_\_\_\_  
Elected Official/Department Supervisor

\_\_\_\_\_11/7/13\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
County Manager

\_\_\_\_\_11/7/13\_\_\_\_\_  
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: \_\_\_\_\_/s/\_\_\_\_\_  
Finance Department

Date: 11/7/2013