

Emergency Justification Form

Requisition #: IT-009

Date: 7/27/2015

Amount: \$1,850

Department: Information Technology

Vendor: Advanced Network Management

EMG: FY15/16-015

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.

Public Services, OEM and Fire Chief has no wireless connectivity and thus their work is severely hindered.

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):

Public Services, OEM and Fire Chief has no internet thus no phones. These departments needs phones for any emergency's and for day to day operations.

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

Public Services, OEM and Fire Chief had their wireless connectivity go down over the weekend. There was no warning that their wireless connectivity would go down.

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

ANM is the service provider that originally installed the equipment. They are the most familiar with the setup and configuration of the equipment.

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

_____7/27/2015_____
Date

_____/s/_____
County Manager

_____7/27/2015_____
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____/s/_____
Finance Department

Date: 7/27/2015