

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	<p>Department: Corporate Finance</p>	<p>Policy No.: PUR 0004</p>
	<p>Issued by: Kelley Roberson COO & CFO</p>	<p>Revision No.: 2</p> <p>Effective Date: October 1, 2007</p>
<p>Subject: Corporate Office Emergency Procurements</p>	<p>Approved by: Thomas M. Driskill, Jr. President & CEO</p>	<p>Supersedes Policy: November 1, 2006</p> <p>Page: 1 of 3</p>

- I. **PURPOSE:** A situation may occur which creates a threat to public health, welfare, or safety, such as may arise by reason of major natural disaster, epidemic, riot, fire, or other reason. The existence of this condition creates an immediate and serious need for goods, services, or construction.
- II. **POLICY:** This policy provides for the rare situation where an item or project must be procured under emergency circumstances other than normal purchasing procedures. Competition may be waived when the criteria for an Emergency Procurement as defined in HRS 103D have been met. If practicable, competition should be solicited to obtain the best value under the circumstances.
- III. **PROCEDURE:**
 - A. For emergency procurements with dollar values estimated to be in excess of the dollar threshold for small purchases as defined by HRS 103 and 103D:
 1. Prior to completing the procurement or as soon as practicable after taking action to minimize consequences of an emergency situation, the regional or facility department supervisor or department head managing the emergency procurement shall prepare an "Emergency Procurement Request" using the attached form with this title and forward to the Executive Director of Contract Management with a copy to the regional contracts manager.
 2. The Emergency Procurement Request will include the following:
 - a. Nature of emergency;
 - b. Name of contractor;
 - c. Amount of expenditure (best estimate);
 - d. Listing of the goods, services, or construction to be procured;
 - e. Reason for selection of particular contractor; and
 - f. Impact if no emergency action.
 3. For all emergency procurements, and as soon as practicable, a confirming purchase order/contract must be prepared. Include specifications, price, or any other agreements made orally with the contractor. Contracts for emergency services shall be in place long enough to resolve the emergency, only, and to

provide coverage for the needed services or goods for a reasonable time while procurement of a longer term solution is completed.

4. The Chief Procurement Officer or designee will review the Emergency Request and provide it to the requester and the regional contracts manager before the confirming purchase order/contract is prepared and executed.
- B. For emergency procurements with dollar values estimated to be under the dollar threshold for small purchases as defined by HRS 103 and 103D:

Prior to completing the procurement or as soon as practicable after taking action to minimize consequences of an emergency situation, the regional or facility department supervisor or department head managing the emergency procurement shall prepare, with assistance from the regional contracts manager, the "Record of Small Purchase" using the applicable form (See PUR 020). A detailed explanation of the emergency shall be provided in "Section C: Inability to obtain three quotes" of the aforementioned form.

- C. Consultation with the regional contract manager and/or the HHSC Contract Management Office is encouraged before a determination is made that the criteria for an emergency procurement exists and the purchase is made, where feasible.
- D. The Contract Management office (procurement specialist) shall post all approved emergency requests to the HHSC website. There is no requirement that they be posted in advance of the contract action or approval of the emergency request. The contract manager shall post them to the SPO PRS website.
- IV. APPLICABILITY:** All HHSC facilities and HHSC staff. When a regional system board has put into effect procurement policies and procedures, the facilities in that region shall follow the applicable regional policies instead of this policy
- V. REFERENCES:** HRS 103D-307, HAR 103D. §3-122-88 through §3-122-90; HRS 103D-305, HRS §3-122-73 through §3-122-75; HRS 323F. Reference to Chapter 103D and corresponding administrative rules does not intend to waive exemption to Chapter 103D, where applicable.

Attachment: Emergency Procurement Request Form PUR Form 002 07/07

Hawaii Health Systems Corporation
EMERGENCY PROCUREMENT REQUEST

1. TO: Chief Procurement Officer

2. FROM: _____

Department/Division/Agency

Pursuant to §103D-307, HRS, and Subchapter 10, Chapter 3-122, HAR, the Department requests approval for the following:

3. Date	4. After the fact <input type="checkbox"/> YES <input type="checkbox"/> NO
5. Nature of the Emergency	

6. Vendor: Address:	7. Price:
------------------------	-----------

8. Description of goods, services, or construction to be purchased
--

9. Reason for Vendor Selection

10. Direct questions to: _____ Phone: _____

11. I certify that the information provided above is to the best of my knowledge, true and correct.

Department Head or Designee

Date

Print name of dept. head

Reserved for CPO Use Only

CPO Comments:

APPROVED DISAPPROVED NO ACTION REQUIRED

Chief Procurement Officer

Date

PUR Form 002 (Spo 2)