EMERGENCY PROCUREMENTS
R7-2-1055. Emergency Procurement Procedure

A. An emergency condition creates an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods and seriously threatens the functioning of the school district, the preservation or protection of property or the public health, welfare or safety. Some examples of emergency conditions are floods, epidemics, or other natural disasters, riots, fire or equipment failures.

B. An emergency procurement shall be limited to the materials, services, or construction necessary to satisfy the emergency need.

C. The governing board shall designate a board member or members or school district official or officials authorized to make emergency procurements and may prescribe limiting factors including maximum spending limits with regard to emergency procurements.

D. The designated board member or district official shall:
   1. Select the contractor to perform the emergency work with as much competition as practicable under the circumstances;
   2. Obtain a price that is fair and reasonable under the circumstances;
   3. Prepare a written statement documenting the basis for the emergency, the basis for the selection of the particular contractor, and why the price paid was fair and reasonable. The statement shall be signed by the designated governing board member or district official authorized to initiate emergency procurements; and
   4. Convene a meeting of the governing board to approve the emergency procurement, unless the nature of the emergency requires that the procurement be made prior to governing board approval.

R7-2-1056. Emergency Procurement Reporting

A. If the nature of the emergency does not permit convening a meeting of the governing board to approve the emergency procurement, the designated board member or district official who makes an emergency procurement shall, at the first scheduled governing board meeting following the procurement, provide to the governing board a report concerning the emergency procurement including the following information:
   1. The written statement documenting the basis for the emergency, the basis for the selection of the particular contractor, and why the price paid was fair and reasonable; and
   2. Why it was impracticable to convene a meeting of the governing board.

B. The information and documentation required in this Section shall be included in the procurement file.
C. The school district shall keep a record of all emergency procurements pursuant to R7-2-1086.