# Emergency Purchase Desk Aid

## **Authorizing Sources:**

* [RCW 39.26.130](https://apps.leg.wa.gov/rcw/default.aspx?Cite=39.26.130)
* [Emergency Purchase Policy](https://des.wa.gov/sites/default/files/public/documents/About/Procurement_reform/Policies/DES-130-00EmergencyProcurePurch.pdf?=0cbdd)

**About Emergency Purchases:**

**What are emergency purchases?**

Emergency Purchases are an exemption from the competitive purchase requirements. According to statute your agency may make emergency purchases as defined in RCW 39.26.130.

**Why should we be concerned?**

Misfiling a purchase as an emergency is risky to your agency, in that it can negatively affect public perception and possibly your agency’s [risk assessment](https://des.wa.gov/about/projects-initiatives/procurement-reform/risk-assessment) or [delegated authority](https://des.wa.gov/sites/default/files/public/documents/About/Procurement_reform/Policies/DES-090-00DelegationOfAuthority.pdf) because it appears that your agency tried to avoid competitive procurement requirements.

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| Five **Steps** to Filing an Emergency Purchase | Five **Tips** for Filing an Emergency Purchase |
| 1. Follow your own agency’s emergency procedures.
2. Make the purchase.
3. Post it on your own website within 3 business days of commencing the work or executing the emergency contract.
4. Submit a memo to the director of DES within 3 business days of the purchase.
5. Submit emergency purchase to DES in the enterprise-wide emergency purchase system ([SSCD](https://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/SSCD_QuickReferenceGuide.pdf)) within 3 business days of work or execution of the contract, whichever occurs first.
 | **Tip #1**: Use language from the statute definition of emergency when you describe the nature of your emergency.**Tip #2**: Be specific when you tell DES what would have happened if immediate action wasn’t taken. For example, it could mean that the people could have been harmed in some way if your agency hadn’t take care of things right away.**Tip #3**: Focus on the concept of ***immediate*** when answering what it is that you did to alleviate the ***immediate*** threat. **Tip #4**: Be compelling by giving brief but specific details when answering the question of the consequences that could have happened had you not taken immediate action. **Tip #5**: Give us as much as you can about the contractor’s qualifications that specifically caused you to choose that contractor. Give a brief description of how reasonable the cost of this transaction was.  |