



Washington State Department of
Enterprise Services

Agency Contracts, Consulting and Oversight (ACCO)

Emergency Contract AMENDMENT Filing Justification Template

Use the following optional justification template for preparing to file emergency contract amendments in the Sole Source Contracts Database (SSCD). Once completed, copy and paste the answers into the corresponding SSCD question and answer fields.

What is an emergency contract?

Emergency contracts are awarded to resolve an emergency situation. An “emergency” means a set of unforeseen circumstances beyond the control of the agency that either presents a real, immediate threat to the proper performance of essential state functions or that may result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.

Examples of emergency contracts include the following situations when they are extremely critical and time sensitive:

- *Post-earthquake assessments and evaluations*
- *Fire damage consultation*
- *Personnel investigations*

Providing compelling answers to the following questions will facilitate the evaluation.

Contract Amendment

- State the rationale for executing an amendment to an existing contract rather than competitively procuring the goods and/or services and awarding a new contract. Include how executing the amendment can most effectively achieve the agency's purpose.
- Are the proposed goods and/or services within the scope of the original contract?
- Explain why the goods and/or services were not included in the terms of the original contract.
- Explain what conditions have changed since the award and other applicable information that clearly justifies the decision to amend the contract.
- Are rates the same as that negotiated under the original contract?