



Washington State Department of **Enterprise Services**

Agency Contracts, Consulting and Oversight (ACCO)

Emergency CONTRACT Filing Justification Template

Use the following optional justification template for preparing to file emergency contracts 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.

Nature of Emergency

- Explain the nature of the emergency and the relevant circumstances associated with the emergency.

Health or Safety Threat

- Describe the threat to the health or safety of individuals, property, or essential state functions, if immediate action is not taken. Provide an estimate of the potential material loss or damage.
- Explain how the goods and/or services of the contractor will alleviate or eliminate the emergency. Describe what the probable consequences would have been if the emergency action had not been taken and the risks associated with inaction.

Contractor’s Qualifications

- Describe the contractor's qualifications, experience, and background to provide the emergency goods and/or services and the basis on which this contractor was selected over other qualified firms.

Reasonableness of Costs

- Explain how the agency concluded that the costs negotiated are fair and reasonable, since competition was not conducted.