

Marywood University

Policies and Procedures

Emergency Procurement Policy

Policy Statement:

The purpose of this policy is to establish authority and a process to contract for goods and services needed in an emergency situation.

This policy pertains only to goods and services that fall under Marywood University's procurement authority and applies only to emergency situations. This policy does not apply to purchases made due to an insurance loss, such as a vehicle accident, flood, fire, or other natural disaster. This policy does not apply to the use of Federal Funds, please see the Federal Fund Procurement Policy for information related to those purchases.

When an Emergency Event is declared the University should, to the greatest extent possible, seek quotes to obtain services and follow standard University Procurement Policy.

If the item being procured exceeds the Simplified Bidding threshold, the University is authorized to use Simplified Bidding to obtain services but must document the justification for using Emergency Procurement authority to contract this item. This justification must be submitted with the Procurement Requisition at the time of purchase.

If a contract exceeds \$500,000, the purchase contract must be reviewed by In-House Legal Counsel and the Vice President for Finance and Administration under an expedited review.

Definitions:

Emergency Procurement is the need to purchase goods and services not using the normal procurement policies and procedures due to an emergency event. The

President of the University, or acting President, must formally declare an emergency event.

Emergency Event involves a loss of property, life, disrupts the University's mission, or threatens public health, safety, security, and/or welfare. Additionally, the event must be unforeseen, call for immediate action, and cannot be reasonably responded to using established procurement methods.

Simplified Bidding when products or services are valued under \$150,000. This is a competitive process to award bids. For more information, review the Purchasing and Accounts Payable Policy.

Procedures:

1. University President or Acting President formally declares an emergency event.
2. Emergency Procurement is activated.
3. Emergency event is no longer eligible, emergency procurement ends. Fiscal notifies the campus.

Related Policies/ Committees:

Policy History:

05/12/2023: The President of the University approved the establishments of this policy as recommended by the Policy Committee of the University at their May 12, 2023 meeting.

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**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**