



Illinois Department of Corrections

Administrative Directive

Number: 02.20.170	Title: Emergency Purchases and Affidavit Filing Requirements	Effective: 10/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.20.170 effective 7/1/2002

Authority: Illinois Procurement Code, 30 ILCS 500/1-1, et seq.	Related ACA Standards: 5-ACI-1B-01, 5-ACI-1B-03-04, 5-ACI-1B-06 -08, 5-ACI-1B-11, 5-ACI-1B-14, 5-ACI-1B-16, 5-ACI-7A-12
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall approve and obtain emergency purchases or services in accordance with the guidelines in this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a uniform process for emergency purchases and provide for filing Emergency Purchase Statement with the Chief Procurement Officer and the Office of the Auditor General.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definition

Agency Purchasing Officer (APO) – The Department manager and subject matter expert over procurement related activities and functions. The APO shall report to the Assistant Deputy Director over Strategic Sourcing and shall oversee the procurement, purchasing and contract management units.

State Purchasing Officer (SPO) – non-department employee who reports to the Chief Procurement Officer. The SPO provides approval and guidance to the APO on contracting matters related to the Illinois Procurement Code.

F. General Provisions

This procedure applies to all procurements subject to the Illinois Procurement Code.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.20.170	Title: Emergency Purchases and Affidavit Filing Requirements	Effective: 10/1/2020

G. Requirements

1. The Business Administrator shall contact the Agency Procurement Officer (APO) providing a complete description including, but not limited to, a detailed statement explaining why an emergency procurement is necessary, the estimated value for the emergency procurement and documented approval from the Chief Administrator related to validity the emergency situation and obtain approval to proceed with the request for an emergency procurement.
 2. When the APO has granted approval to proceed on an emergency basis, the Business Administrator shall obtain the bids or quotations by telephone or email, if possible. If bids are not possible, written justification for not bidding shall be noted in the file. Detailed notes including, but not limited to, vendors contacted, price quotes and other relevant factors shall be kept on file and available for review.
 3. Regardless of the dollar amount, if the emergency expenditure is a small business set aside category and the award is not made to a certified small business, the facility shall submit an Emergency Purchase Statement justifying the use of a non-small business to the Procurement Section.
 4. Upon approval of the APO, the Chief Administrator shall proceed with the purchase or service.
 5. The Emergency Purchase Statement shall be prepared by the Chief Administrator for filing with the Auditor General's Office.
 - a. The narrative portion of the Statement shall clearly establish the exact circumstances and conditions that exist and that have resulted in the need to declare an emergency and circumvent the competitive bidding process. This narrative shall include the date of the emergency; result of failure to secure the purchase or service on an emergency basis; why the service was contracted rather than performed in-house; what effort was made to secure bids; and vendor names and amount of bids received verbally or in writing.
 - b. If the Statement is filed reflecting an estimated expenditure, a memorandum shall be submitted to Procurement when the final costs are determined.
 6. The following items shall be forwarded to the Bureau of Strategic Sourcing Procurement Unit:
 - a. The original of the notarized Statement signed by the Affiant, for example, the Chief Administrator;
 - b. An original copy of the memorandum indicating APO approval;
 - c. If applicable, the Emergency Purchase Statement submitted via the BidBuy System; and
 - d. The original Emergency Purchase Statement justifying the use of a non-small business, if required.
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