

Emergency Justification Form

Requisition #: REQ19001145 Date: 8/8/19 Amount of Purchase: \$2500.00 EMG: FY19/20-011

Department: IT

Vendor: Esri

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation. **Esri products are used for the daily GIS work duties of the Rural Addressing Department. Esri provides the maintenance services for this software.**
2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage): **Without this maintenance contract, Rural Addressing would not be able to provide physical addresses for the public, for attaining their driver's licenses or provide addresses to the public to obtain San Miguel Permits. If the GIS system goes down, San Miguel County would not be able to provide service for the public or other San Miguel offices.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The NM Purchasing Contract does not have two Esri items, ArcGis Enterprise Workgroup Standard for two core maintenance and ARCGIS Server Group Maintenance on their website, thus we need an Emergency Form to purchase these two Esri products directly from Esri. At the time IT initially working on this they were under the impression these items were on State Contract.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Esri is the only vendor that provides maintenance to our ARGIS software.**

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

Elected Official/Department Supervisor

8/5/19
Date

County Manager

8/12/19
Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____
Finance Department

Date: 8/12/19

Emergency #: FY1920-011