*Contact: (name) (phone number)*

*(email address)*

**A#. (DEPARTMENT)**

**(*sub-agency/division if applicable*)**

***Contract Title***: (Title – do not name the contract after the awardee)

(agency contract ID#)

***Contract Type:*** (Construction; Maintenance; Services; IT; etc.)

***Contract Description:*** (Brief description of what the contract provides)

***Procurement Method (this Item):*** Emergency Modification

***Original Procurement Method:*** (method used to procure the original contract)

***Prior Report: (***Original approval BPW Item and meeting date***)***

***Award:***  (Name of awardee and location - city, state)

***Original Contract Amount:*** (Total award amount; break out base and option amounts)

***Modification Amount (this Item):*** (break out any options being added with this modification)

***Prior Modifications or Prior Options:*** (starting with the earliest mod/option action)

***Revised Contract Amount:*** (total of original contract, modifications, and exercised options)

***Original Contract Term:*** (should match the contract and original BPW award item if any)

***Original Contract Award Date:*** (should match the original BPW award item if any)

***Modification Term (this Item):***(start and end dates – maximum 365 days for emergency awards)

***Date Emergency Declared (this Item):*** (date from the Procurement Officer’s Determination)

***Modification Award Date (this Item):*** (should match the modification agreement’s date)

***Date Emergency Reported (this Item):*** (date the report is submitted to the BPW)

***Percent +/- (this Action):*** (xx% = this action $ / original contract $)

***Total Percent Change:***  (xx% = all mods/options to date $ / original contract $)

**A#. (DEPARTMENT) *(cont’d)***

***MBE / VSBE Participation:*** (percentage / percentage)

***MBE / VSBE Compliance:*** (% = payments to subs to date / payments to prime to date)

***Fund Source:***  (percentage of General, Federal, Special, etc.; detail Special funds)

***Appropriation Code:*** (applicable code #)

***Remarks:*** Nature of Emergency: (detailed description of the emergency circumstances requiring this emergency procurement)

*Basis for Selection:* (solicitation date; vendors solicited; # bids received; award basis)

*Reason for Late Report:* (If submitted more than 15 days after award date; 7 for $1,000,000+)

***Resident Business:*** (Yes or No for each awardee)

***Tax Clearance:*** (from Comptroller’s Office)

**BOARD OF PUBLIC WORKS THIS ITEM WAS:**

**ACCEPTED REMANDED**

**WITH DISCUSSION** **WITHOUT DISCUSSION**