*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:*** Emergency (use other template if it is an Emergency Modification)

***Bids:*** (Bidder name, location city & state, and price for each bid)

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

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

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

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

***Contract Award Date:*** (date of contract award)

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

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

***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+)

**A#. (DEPARTMENT)** *(cont’d)*

***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**