



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Associate Vice President and Comptroller
Responsible Office: Office of the
Comptroller
Last Revised Date: April 1, 2014

EMERGENCY PROCUREMENT

Policy Statement

During a university Emergency it may not be advantageous or practicable for the university to use competitive bidding methods or to follow standard administrative processes that could delay expeditious response efforts. Therefore, the Executive Vice President and Treasurer, and the Deputy Executive Vice President and Treasurer, may waive competitive bidding and approve expedited procurement of goods and services that are essential in the response to an Emergency.

Reason for Policy

The purpose of this policy is to allow for the expeditious acquisition of goods and services which are necessary to respond to an Emergency.

Who is Governed by this Policy

Faculty and staff

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Definitions	3
Related Information	3

Contacts..... 3
Document History 3
Who Approved This Policy..... 4

Policy

Divisions, departments, and offices should, on an ongoing basis, anticipate their need for goods and services so that procurements during Emergencies can be avoided. In the event of an Emergency, divisions, departments, and offices are required to follow standard procurement policies when possible. However, if circumstances warrant immediate acquisition of goods or services to respond to an Emergency, the Executive Vice President & Treasurer (EVP&T), or the Deputy Executive Vice President and Treasurer (Deputy EVP&T), may waive competitive bidding requirements to acquire goods or services with costs expected to exceed the quotes/formal bid processes thresholds. This waiver must be documented in written form or by e-mail. In addition, at the direction of the EVP&T, or the Deputy EVP&T, the Executive Director of Procurement and Travel Services shall establish appropriate procedures for Emergency procurement to maintain the continuity of the university’s business operations.

Procurement of goods and services acquired in response to a university Emergency should be coordinated with the Office of Emergency Management, a unit of the Office of Safety and Security, to maintain effective incident management. Prior to the acquisition of any goods or services, divisions, departments and offices must confirm that sufficient departmental funds are available to cover the costs of procurements and, if they are not, must specifically request the funds from the EVP&T, or the Deputy EVP&T. Approval of such requests must be in written form or by e-mail. Divisions, departments, and offices must track Emergency spending and submit financial documentation and reasoning for the Emergency procurement to the Office of Procurement within 30 days of the conclusion of the incident or upon request.

Purchase agreements entered into in a manner that is inconsistent with university procurement policy by any person shall be voidable by the university.

Definitions

Emergency: An occurrence, whether natural or human-caused, intentional or accidental, that threatens the health or safety of the GW community, causes loss or damage to university property or environment, and/or disrupts normal university operations and, therefore, warrants immediate action.

Related Information

[Procurement Policy](#)

[University Emergency Operations Plan](#)

Contacts

Contact	Telephone	Email
Procurement and Travel Services	202-994-2500	procure@gwu.edu
Office of Emergency Management	202-994-4936	oem@gwu.edu

Document History

- **Last Reviewed Date:** March 27, 2018
- **Last Revised Date:** April 1, 2014
- **Policy Origination Date:** March 10, 2014

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.