The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Agency: Zuni Public Schools

    Agency Chief Procurement Officer: Martin G. Romine

    Telephone Number: 505-782-5511  X6301

II. Name of Contractor: Empower Educational Consulting

    Address of Contractor: 538 E Mead Pl
                            Chandler, AZ 85249

    Amount of prospective contract: $24,472

    Term of prospective contract: One time purchase of educational materials

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Due to the COVID-19 statewide school closure the district is purchasing instructional materials that can be used at home by students while waiting for the closure order to be lifted. This is a vendor that the district has used in the past and with whom it has a current professional development contract for teachers.
IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.
Certified by:  

Date: ________________

_____________________________________________

Agency Chief Procurement Officer

Agency Approval by:  

Date: ________________

_____________________________________________________________

Cabinet Secretary/Governmental Entity Head or Designee