



EMERGENCY PURCHASE EXPLANATION
OFFICE OF MANAGEMENT AND BUDGET
CENTRAL SERVICES - STATE PROCUREMENT OFFICE
SFN 51627 (04-2017)

Agency Name	Business Unit Number	Procurement Officer
Describe the needed commodity or service		
Explain the emergency situation		
Describe the level of competition obtained and the basis for the award decisions. Document all bidders contacted, including any "no bid" responses. Attach bids received, if applicable.		

Submit To: State Procurement Office at: <http://www.nd.gov/OMB>, "OMB Apps Login", then click on 'Procurement Work Request System'

State Procurement Office
14th Floor Capitol Tower
600 East Boulevard - Dept 012
Bismarck, ND 58505-0310

- or -

Email: infospo@nd.gov
Fax: (701) 328-1615
Telephone: (701) 328-2740

FOR USE BY OMB STATE PROCUREMENT OFFICE ONLY

Comments		
State Procurement Office Representative	Signature	Date