Enter Agency Logo

**STATE OF DELAWARE**

**Enter Agency Name**

**Critical Need Notice**

[Identify “Critical Need” or “Emergency”] **Procurement Pursuant to 29 *Del. C.*, §6907**

[IDENTIFY GOOD AND/OR SERVICES OBTAINED]

In an effort to protect and maintain the safety and security of the citizenry, and to prevent irreversible damage to our institutions and citizens, [enter reason for emergency and/or critical need here].

This emergency or critical need is created by [enter circumstance surrounding reason for emergency and/or critical need here AND any deadlines allowed by the critical need authorization]. The need may extend into the future and could continue beyond this date, extending for an additional year or beyond.

[if applicable, enter any additional circumstances that identify and/or created the critical need that would be relevant for public knowledge.]

There exists no contracts in place to address these immediate needs and the circumstances will not permit the opportunity to follow the timelines established within the procurement code as found in 29 *Del. C.* Chapter 69 or to effectively create contracts to service this need through normal procedures. These conditions could not be reasonably foreseen and have therefore created a [identify emergency and/or critical] need. Therefore, it has been determined that the [enter reason for emergency and/or critical need here] is a [select “emergency” or “critical”] need for the reasons stated above.

Pursuant to 29 *Del. C.* § 6907 [identify (a) or (b)], the normal requirements of the State’s procurement code have been waived. If appropriate leave this next statement in place: This arrangement(s) will terminate after sufficient time to solicit, award and execute a contract(s) to fulfill the on-going needs of the agency. [Enter Agency Name] shall make every effort to minimize the critical need authorization and time period until a formal award can be finalized.

[Enter Agency Name], as obligated by 29 *Del. C.* § 6907, shall maintain a copy of determination processed under this procedure shall be kept on file by the agency.