



**ALBUQUERQUE HOUSING AUTHORITY**  
Empowering people in our community through affordable housing and self-sufficiency opportunities

**Emergency Determination Form**

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, public body entity;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of Department: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

II. Name of prospective contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Amount of prospective contract: \$ \_\_\_\_\_

Term of prospective contract: \_\_\_\_\_

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



/abqha



/HousingABQ



Equal Housing Opportunity Agency



Emergency Determination Form

IV. Provide an explanation for the justification of the procurement including a description of the practicable competition utilized.

CERTIFIED BY

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

DEPARTMENT APPROVAL

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

APPROVED

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

FINAL APPROVAL

\_\_\_\_\_  
Executive Director or Chief Procurement Officer or Designee

\_\_\_\_\_  
Date