



**EMERGENCY SOLE SOURCE  
FILING JUSTIFICATION**

<b>TO:</b> Karena McGovern
<b>CONTRACT #</b> Click here to enter text.
<b>TODAY'S DATE:</b> 4/3/2024
<b>CONTRACT SUB OBJECT CODE:</b> Contract Sub Object Code

<b>CONTRACTOR'S LEGAL NAME</b>	<b>TIN/UBI NUMBER</b>
Corrections Technology Group	

<b>ADDRESS</b>	6515 Trent Ave Ste. 3 Spokane, WA 99212
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**EMERGENCY CONTRACT PURPOSE**

Purchasing additional cameras to fill blind spots in the parking lot, visitor parking lot, entry way and on campus recently identified is necessary to further reduce the introduction of contraband and drugs at Green Hill School (GHS).  
GHS continues to have a higher rate of drug use and introduction on its campus, above the national average for other like juvenile justice facilities. GHS has experienced overdose incidents related to fentanyl, with several in a month period of time. Items are being introduced by members of the community throwing the items over the fence.

**EMERGENCY FUNDING**

FEDERAL FUNDING \$	STATE FUNDING \$325,000
<b>CONTRACT TOTAL \$325,000</b>	OTHER FUNDING \$

**CONTRACT DATES - THIS Request for Emergency Contract Filing Must not be more than 3 business days from the date work started or the date of contract execution (whichever came first)**

START DATE: 4/3/2024	END DATE: 4/5/2024
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**EMERGENCY CONTRACT DEFINITION AND GUIDELINES**

What is considered an emergency?  
As per RCW 39.26.130, an "emergency" means a set of unforeseen circumstances beyond the control of the agency that either:

- Present a real, immediate, and extreme threat to the proper performance of essential functions; or
- May reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.

Guidelines:  
Procurements under \$10,000 or available through a State Master Contract (non-2<sup>nd</sup> Tiers) are exempt from competition and any related filing processes, as per DES Policy #DES-140-00.  
For emergency procurements (see definition above) totaling over \$10,000 and where a State Master Contract for such services is not available, within 2 business days of commencement of work or executing the emergency contract (whichever comes first), contracting staff must submit the following to DCYF for emergency processing:

- completed emergency filing justification form (this form)
- drafted Emergency Contract Notice (for transparency posting on DCYF' website; WEBS posting is not required)
- drafted and approved memo\* from your Administration's Assistant Secretary to the DCYF Secretary
- drafted memo\* from the DCYF Secretary to the DES Director

\*Note: Both memos mentioned above must have your Assistant Secretary's approval and describe the goods/services procured, the details of the emergency, the circumstances leading to the emergency and why the circumstances require the emergency contract.

Per DES Policy #DES-130-00, the duration of an emergency contract must not extend beyond the time needed to resolve the immediate threat.

To expedite DCYF and DES' review of this Emergency Contract, please provide *clear and compelling* answers to the following justification questions:

**1. Explain the nature of the emergency and all relevant circumstances associated with the emergency.**

Purchasing additional cameras to fill blind spots in the campus parking lot recently identified is necessary to further reduce the introduction of contraband and drugs at Green Hill School (GHS) that has been coming in from visitors or thrown over the fence.

GHS continues to have a higher rate of drug use and introduction on its campus, above the national average for other like juvenile justice facilities. GHS has experienced overdose incidents related to fentanyl, with the contraband coming from items thrown over the fence line.

**2. Describe the threat to the health or safety of individuals, property or essential state functions if immediate action was not taken. Provide an estimate of the potential material loss or damage.**

GHS is taking a comprehensive approach to addressing the introduction of contraband and drugs on campus. Using body and bag scanners, policy, area searches, drug dogs and cameras for incident review and spot checks when contraband delivery is suspected. We have identified a few blind spots that need immediate addressing to round out our comprehensive surveillance package.

**3. Explain how the goods and/or services of the contractor alleviated or eliminated the emergency. Describe what the consequences would have been if the emergency action had not been taken and the risks associated with inaction.**

Risks for inaction include continuing to being ill-equipped in the screening and detection of drugs on all individuals entering campus as well as video observation of suspected drug exchanges, resulting in an unsafe environment for youth with the most complex substance abuse treatment needs.

**4. Describe the contractor's qualifications, experience, and background in providing the emergency goods and/or services, and the basis on which this contractor was selected over other qualified firms.**

GHS has reviewed the State contract list for vendors providing a purchase of this nature. GHS does not have time for delay in purchasing this as a health and safety crisis is underway. This vendor supplied GHS cameras in the past and has proven a supportive and timely vendor in providing technical assistance and expedited set up.

**5. Explain how the agency concluded that cost, fees, or rates are fair and reasonable, since competition was not used as the means for procurement.**

After review of vendors it is important we remain with the same vendor we have used for all of our other cameras on campus to ensure continuity of the system.

- Confirm Program and Contractor agree that the Contract document is in final form
- Drafted Emergency Notice is attached separately to this request (in Word Format - to post on DCYF website for public inspection; posting for emergencies to WEBS is not required)
- Drafted memo\* from your Administration's Assistant Secretary to the DCYF Secretary is attached separately to this request
- Drafted memo\* from the DCYF Secretary to the DES Director is attached separately to this request

*\*Both above mentioned memos must have your Assistant Secretary's approval and describe the service procured, the details of the emergency, the circumstances leading to the emergency and why the circumstances require the emergency contract.*

If filing is considered late, obtain your Division Director and Fiscal Approvals.

***If the Emergency Contract filing is "late" (where the commencement of work or execution of the Contract - whichever came first - is more than 3 business days from date sent to DCYF for approval, posting and submission to DES), you must also complete and attach the Late Filing Justification Form to this request.***