



## **Notice of Emergency Procurement**

Pursuant to the MICRC Procurement Review Procedures and Guidelines (“Policy”), adopted February 25, 2021, an emergency procurement was made due to a condition requiring immediate action. This memorandum serves as the written notice of this action.

On May 3, 2021, the Executive Director made an emergency procurement of AV services for the May 11, 2021 public hearing in Jackson, Michigan. A contract for these services had been negotiated to obtain a volume discount from Chase Creative Services. However, the timing of the authorization and action by the vendor necessitated immediate action to secure the equipment and services of the vendor for the public hearing the following week. Pursuant to the Policy, an electronic transmission notifying Commissioners was sent on May 4, 2021 and the emergency procurement is listed on the agenda of the next regularly scheduled MICRC meeting.

- a. The total procurement amount was \$7,980.94 and the itemized invoice is attached.
- b. Negotiation with the vendor had been concluded, so procuring the services through a statewide term contract for a limited engagement was not advisable or feasible given the timing of the public hearing, the required specifications, and the urgent need for AV services for that discrete hearing.
- c. Competition was not practicable as the negotiations with the vendor for these services, based on the vendor providing services at other MICRC public hearing venues, were ongoing.
- d. Information required under the Policy:
  - i. The basis of the emergency was: the Jackson event center does not provide AV services; staff had negotiated with the exclusive vendor of the Lansing Center to provide discounted AV services at event spaces without AV services; the authorization for staff to execute such contracts under Resolution 2021.04.20 adopted on April 29, 2021, was insufficient authorization for staff to execute the contracts; the next scheduled meeting to obtain such authorization was May 6, 2021. The particular contractor was selected because a contract had already been negotiated that provides the MICRC with a volume discount for services provided at multiple public hearing locations.
  - ii. The specific conditions and circumstances include the timing for the vendor to prepare for the provision of off-site services in one week; authorization by the MICRC on Thursday, May 6, 2021, in a curative resolution would have been insufficient for the vendor to prepare and the May 11, 2021 public hearing in Jackson would not have had adequate AV services to enable live streaming, including two-way communication, remote participation, and other audio-visual services, and provide meaningful participation by the public.
  - iii. There are no known conflicts of interest with this vendor. The vendor has no existing relationships with staff and has not worked for the MICRC in



the past. The vendor, Chase Creative, was introduced to MICRC staff via another public hearing location event space. Chase Creative is the exclusive AV vendor for the Lansing Center and will be providing services at that location as well. Based on staff negotiation, the vendor was able to provide a volume discount to the MICRC and provide AV services at event spaces that lack such services.

- iv. This emergency procurement is a one-time procurement need. There are curative resolutions before the MICRC to update the action taken under Resolution 2021.04.20 adopted April 29, 2021, which will address the remaining event spaces that lack AV services.

Lastly, I am submitting the procurement invoice to the MICRC with this memorandum and within two (2) weeks of the date of the procurement, which occurred May 3, 2021. This item may be formally received and filed by the MICRC and included in the public record.

Respectfully Submitted by,

*Suann D. Hammersmith*

Suann D. Hammersmith  
Executive Director