

**WASHINGTON DEPARTMENT OF FISH AND WILDLIFE
EMERGENCY PURCHASE NOTIFICATION PROCESS FORM
Updated July 1, 2024**

Part 1 – Basic Information (Completed by Contracts/Purchasing Officer)

1.1	Name of Contractor	Comdata Inc.
1.2	WDFW Contract/Field Order No.	19-13913 amd 1
1.3	Maximum Amount	\$1 million (\$11,000,000 total contract value)
1.4	Date of Purchase/Start of Work	October 1, 2024
1.5	Date of Filing with DES*	October 10, 2024

**DES requires state agencies to make emergency contracts available for public inspection within 10 business days of commencing work or executing the emergency contract.*

Part 2 – Agency Head Written Notification* (Completed by Contracts/Purchasing Officer)

2.1	Date memo forwarded to Director	October 8, 2024
2.2	Date memo sent to DES	October 9, 2024

**DES requires the Director's signature on all emergency purchase notification memos; this cannot be delegated to other executive staff.*

Part 3 – Agency Website Announcement (Completed by Contracts/Purchasing Officer)

3.1	Date information provided to Jeff	October 10, 2024
3.2	Date of announcement	October 10, 2024
3.3	Responses?	

Part 4 – DES Emergency Purchase Justification (Completed by Project Manager)

4.1	Nature of Emergency Explain the nature of the emergency and relevant circumstances of the emergency.
	The purpose of this amendment is to extend WDFW's contract with Comdata Inc. for fleet credit card services in order to allow time for WDFW to convert its business processes to purchase fleet credit card services under DES statewide contract 008190. WDFW received delegated authority from the Department of Enterprise Services in August 2019 to procure a fleet credit card vendor since the then-current statewide contract vendor did not offer a solution that met all of WDFW's needs, including the ability to purchase fuel at many marinas for marine vessels.

4.2	Health or Safety Threat
4.2.1	Describe the threat to the health or safety of individuals, property, or essential state functions if immediate action is not taken. Estimate the potential material loss or damage.
	WDFW has used the vendor's fleet card services since October 2019 for purchasing fuel for WDFW's ground vehicles, marine vessels, construction equipment, and utility vehicles. This solution is also integrated into WDFW's FleetTrack system to allow WDFW to track fleet card use, and invoice grantors for vehicle costs associated with grant awards. The fleet card services provided by the vendor are necessary to keep over 700 WDFW vehicles and over 400 marine vessels in operation while WDFW moves to the statewide contract solution through Wex Bank.
4.2.2	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.
	Although WDFW has determined that Wex Bank's solution will meet WDFW needs, the statewide master contract solution is relatively new and has not had extensive use in the field. WDFW will need to conduct limited field testing to ensure the solution is fully operational; configure vendor reports to work with FleetTrack; and replace over one thousand fleet cards in the field before the new statewide contract solution can go live. Concurrently WDFW's Fiscal Office is using many resources for this conversion to prepare for Workday to go live on July 1, 2025 as a replacement to AFRS, which necessitates the requirement to extend the Comdata contract through March 31, 2025 to allow for full testing and deployment.
4.3	Contractor's Qualifications Describe the contractor's qualifications, experience and background to provide the emergency goods and/or services and the basis on which this contractor was selected over other qualified firms.
	The contractor was selected through a competitive bidding process and has been providing these services to WDFW since October 2019.
4.4	Reasonableness of Cost Explain how the agency concluded that costs, fees, or rates are fair and reasonable, since competition was not used as the means for procurement.
	The costs being charged by the vendor are those proposed with its response to a competitive solicitation with two responsive bids; and were considered when naming the vendor as the apparent successful bidder.
Part 5 – DES Response (Completed by Contracts/Purchasing Officer)	
5.1	Date of DES Response
5.2	DES Comments?