

Exhibit 6  
MCI Purchase Request Process

In order to purchase preparedness equipment, the Provider must follow the steps below.

**Fixed Process:**

1. A request to purchase equipment and/or supplies requires the following actions:

A. The request must be submitted in writing or via HAMS by the Provider contact(s) listed in the Standard Contract (pg. 6).

The request must contain:

- i. the item(s) the Provider wants to purchase;
- ii. a description of the item(s);
- iii. the unit cost;
- iv. the quantity requested;
- v. a justification of how the piece(s) of equipment and/or supplies will assist the Provider in mitigating gaps identified in the Risk Assessment.

B. The Provider's request should be forwarded to the Department's Contract Manager. A Contract Manager may approve, deny, or return the request for additional information.

C. Upon approval by a Department Contract Manager, the Provider's request will be forwarded to a designated Medical Surge Program staff member. The designated Medical Surge Program staff member will confirm that the request is allowable based on the conditions of the cooperative agreement and make a recommendation to approve or deny. The designated Medical Surge Program staff member has 10 working days from the time the request is received to render a decision. The designated Medical Surge Program staff member may return the request for more information. If a request is returned for additional information, the Co-Chair has 10 working days from the time the request is resubmitted to render a decision.

D. Denials will be communicated to the Provider in writing or via HAMS with an explanation for the denial.

E. If the Provider desires to request reconsideration of a denial, the original request must be resubmitted to the Contract Manager, along with the denial, and clearly state "MCI Purchase Request Reconsideration" in the request. The reconsideration request must include additional justification as to why the Provider disagrees with the denial of the request. The Contract Manager will forward the reconsideration request to the Bureau Chief of Preparedness and Response for review and

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approval and/or denial. The final decision made by the Bureau Chief will be communicated to the Provider, Co-Chairs and Contract Manager in writing or via HAMS.

- F. The Department has the right to approve less than the requested quantity of items in a purchase request.

END OF TEXT