

518.271 Request and notification.

(a) *Request.* Requests to use any of the emergency flexibilities described in [FAR subpart 18.2](#) shall be submitted to the SPE at spe.request@gsa.gov. Requests shall include, at a minimum—

(1) A description of the support to be provided (*e.g.*, there has been an emergency declaration in the HCA's area and they need to provide acquisition support); and

(2) Any other important information.

(b) *Notification.* The SPE will notify the acquisition workforce when use of any of the emergency flexibilities provided in [FAR subpart 18.2](#) is authorized. Notification may be done through the issuance of a SPE memorandum or other method deemed appropriate by the SPE.

Parent topic: [Subpart 518.2 - Emergency Acquisition Flexibilities](#)