

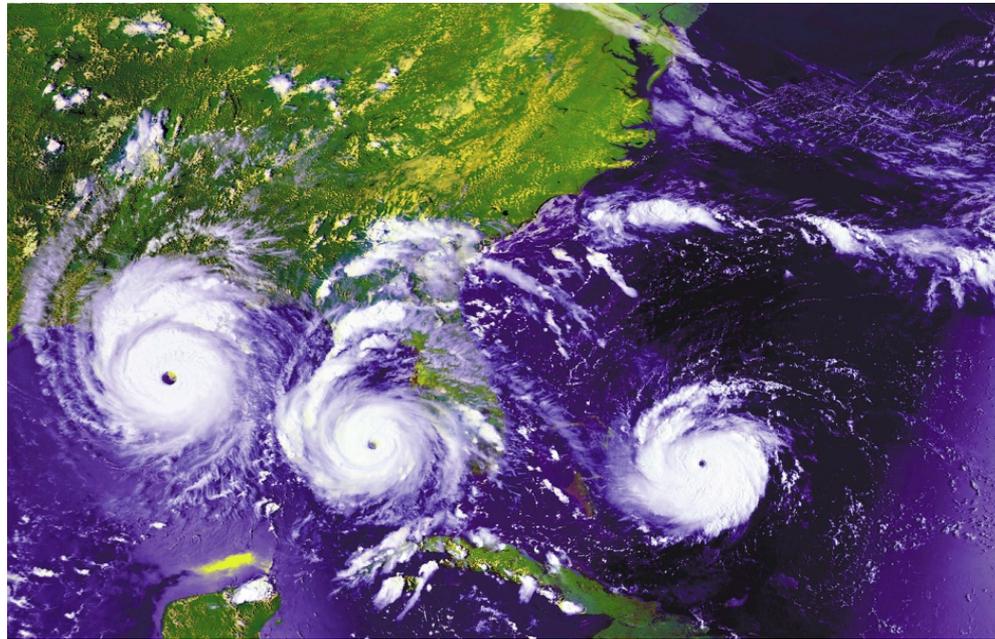
FINANCE DEPARTMENT



Strategic Procurement Division



DISASTER PREPAREDNESS





WHAT DEFINES AN EMERGENCY PROCUREMENT?

1. An occurrence of a serious and urgent nature that demands immediate action.
2. A purchase required to protect personal safety or property. Such procurements should be made with such competition, as is practicable under the circumstances. These procurements do not relieve Department buyers from negotiating a fair and reasonable price.
3. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency.



DISASTERS - PREPARATION/RECOVERY

- ❑ Preparation is “key” to surviving and recovering from a natural or catastrophic event.
- ❑ We all need to be proactive, not reactive. The Strategic Procurement Division (SPD) has:
 - In collaboration with “first responder” departments, established “Pre-Positioned” contracts for activation subsequent to the disaster or catastrophic event. Examples of pre-positioned contracts in place are:



DISASTERS - PREPARATION/RECOVERY

- **Disaster Debris Removal Services**
- **Disaster Management Consulting Services**
- **Mobilization, Collection, Characterization and Packaging of Household Hazardous Waste**
- **Emergency Medical Transportation Services**
- **Base Camp Services**



DISASTERS - PREPARATION/RECOVERY

- Developed a “Guide to Contingency Contracting (Emergency Purchases),” which is in place for use by City employees (buyers) during a disaster.
 - The Guide lists, alphabetically and by category, emergency response contractors with their 24/7 contact information.



DISASTERS - PREPARATION/RECOVERY

- **Identified procurement vehicles available for use by the City that serve a critical role in providing products and services for disaster recovery.**
 - **Interlocal and cooperative purchasing agreement contracts.**



DISASTERS - PREPARATION/RECOVERY

- **U.S. General Services Administration (GSA) Federal Supply Schedules.**
 - **Public Law 109-364 (FY2007) authorized GSA to allow local governments to use all GSA Federal Supply Schedules to facilitate recovery from major disasters.**
 - **GSA Federal Supply Schedules are recognized by FEMA.**



PROCUREMENT GUIDELINES

- ❑ **Buyers must follow the procurement procedures set forth in:**
 - **Guide to Contingency Contracting (Emergency Purchases)**
 - **AP 5-2**
 - **EO 1-14**
 - **Section 252-022 of the Texas Local Government**



POST DISASTER PROCUREMENTS – 72 HOUR RULE

- ❑ **Procurement rules applicable to competition are relaxed but only for a short period after the disaster, usually 72 hours. After 72 hours, normal competitive bids rules apply.**
- ❑ **Maximize the use of City, Interlocal, cooperative purchasing contracts and GSA Federal Supply Schedules.**
- ❑ **For supplies and services not available from established contracts, the competitive bid procedures must be followed as promulgated by Local and State procurement rules and regulations.**



DOCUMENTATION/RECORD KEEPING

- ❑ Documentation of procurement methodology prior, during and post disasters is critical/essential, as there may be greater scrutiny of individual expenditure.

- ❑ Procurement file should contain:
 - Procurement process used – e.g., Informal, Formal, ITB, RFP, RFQ, pre-established contract, etc.
 - Selection process.
 - Was the Federal Debarred list of contractors (sam.gov) checked to determine if the selected contractor/supplier is on the Federal Debarred list? If so, **DO NOT** use this contractor/supplier!

REMEMBER!

DOCUMENTATION
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DOCUMENTATION





QUESTIONS?