

Disaster Procurement Policy & Procedures

PRESENTERS: DPBAG TASK FORCE

(4 PROCUREMENT OFFICIALS FROM DIFFERENT PUBLIC AGENCIES)

DPBAG FORMATION

DPBAG=Disaster Procurement Bay Area Group formed March, 2016
Task Force: (Photo) From Top left to bottom left:



Debbie Wellnitz, MBA - Purchasing Manager, City of Concord

Gary Jayne, CPSM - Deputy Director of Purchasing and Support Services, San Joaquin County

Tina Yoke, CPM - Deputy Administrative Officer, Santa Clara Valley Water Authority

Jason Reed - Purchasing Coordinator, City of San Mateo

DPBAG GOALS

Goals-Establish a centralized forum for public agencies to share knowledge and valuable resources for the benefit of all in standardizing disaster procurement policies and procedures.

1st Meeting- 3/16/16: 50 attendees from about 20 agencies, DPBAG Dropbox established

2nd Meeting-Working Session-10/13/16: 28 attendees from about 18 agencies

3rd Meeting- Training by Mike Martinet- 12/13/16: 70 attendees
CAPPO Presentation Workshop @ Napa Conference in January, 2017
Few other meetings held at Chapter meetings, etc... and ongoing!



Dropbox Information

www.dropbox.com

U: debbie.wellnitz@cityofconcord.org

P: dpbag2016

The screenshot shows the Dropbox web interface for user Debbie Wellnitz. The interface includes a sidebar with navigation options like Recents, Files, Team, Paper, Photos, Sharing, Links, Events, File requests, Work features, and Deleted Files. The main area displays a list of folders with columns for Name, Modified, and Shared with. The folder 'DPBAG Consolidated Disaster Procurement Policy & Proc...' is highlighted in yellow. A search bar is visible at the top right, and a 'Need more space?' notification is at the bottom left.

Name	Modified	Shared with
Audit Findings - information	--	--
Contact List-Attendees	--	--
DPBAG Consolidated Disaster Procurement Policy & Proc...	--	--
FEMA Procurement & Contracting-Legal Codes Etc	--	--
Meetings-Agenda_Notes	--	--
Photos	--	--
Resources-Links	--	--
Sample Documents-Ordinance_Policies_EOC	--	--
Templates-Bid_Contract_Policies_EOC Related	--	--
Vendor Lists-Emergency	--	--

Disaster Procurement Policy & Procedures

- Establish policies related to disaster procurement with both FEMA guidelines & your own agency's procurement policies in mind – whichever is most restrictive will rule.
- Develop checklists & guidelines for your specific agency.
- Create forms for tracking transactions in every emergency related activity.
- See Sample **Table of Contents**
- *(To be provided in one of the hand-outs)*



DISASTER PROCUREMENT POLICY & PROCEDURES

TABLE OF CONTENTS

- 1. CHECKLIST/REQUIREMENTS**
 - a. Checklist for Reviewing Procurements under Grants by Non-Federal Entities*
 - b. Required Contract Clauses* (2 CFR§200.326 and 2 CFP Part 200, Appendix II)
 - c. FEMA Procurement Tool-Box Series*
 - d. List of Added Clauses for Procurements under 2 CFR Part 200
- 2. POLICY & PROCEDURES**
 - a. Disaster Procurement Policy (Your Agency)
 - i. Related Procurement/Municipal Code, Ordinance, etc.
 - ii. Other Sample Policy(s)
 - b. Bidding Process
 - i. Bid Template
 1. Informal bidding process
 2. Formal bidding process
 3. Non-Competitive (Sole Source Justification)
 - ii. Pre-bid or Pre-competitive (Sole Source Justification)
 1. County-wide or DPBAG contracts
 - Debris clearance, Board Ups, Temporary Power, Clean Up, De-watering Etc.
- 3. FORMS**
 - a. Bid File Checklist (City of Concord Sample)
 - b. Price/Cost Analysis Worksheet
 - c. Sole Source Purchase Justification
 - d. Materials Average Costing Worksheet
 - e. MOU for Vendors
- 4. VENDORS**
 - a. Consolidated Vendors List
- 5. MISCELLANEOUS**
 - a. Title 2 of CFR – Procurement Standards Checklist
 - b. FEMA-Pricing Guide for Receipts & Subrecipients under Uniform Rules
 - c. Etc...

*FEMA Resource Link: <https://www.fema.gov/media-library/assets/documents/94773>

DISCLAIMER: Documents provided here as a guide and are not samples or evidence and may not be duplicated if copyrighted. Each agency is responsible for developing policies & procedures relating to its policies specific to each agency.

Disaster Procurement Policy & Procedures

(City of Concord Example)



Staff Report

Date: November 28, 2017

To: City Council

From: Valerie J. Barone, City Manager

Reviewed by: Karan Reid, Finance Director

Prepared by: Debbie Wellnitz, Purchasing Manager
Debbie.welnitz@cityofconcord.org
 925-671-3219

Subject: Approving and adopting a Disaster Procurement Policy & Procedure Number ___ titled 'Disaster Procurement During a Proclaimed Emergency or Disaster'

Report in Brief

The City currently does not have a Disaster Procurement Policy & Procedures in place. This Policy modifies the City's normal purchasing practices (*pursuant to Municipal Code-Title 3 Revenue and Finance-Chapter 3.10 Purchasing*) to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City is able to acquire the goods and services required to address an immediate threat to life safety, public health, or to eliminate or reduce an immediate threat of significant damage to improved public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws.

Where the City is included in a major disaster or emergency declared by the President of the United States, this Policy also assures that City procurements comply with Federal regulations applicable to Federal disaster grant reimbursement as defined in

Policy & Procedures



CITY OF CONCORD	
Number:	TBD
Authority:	Council Motion
Effective:	
Revised:	
Reviewed:	2017
Initiating Dept.:	FI

DISASTER PROCUREMENT DURING A PROCLAIMED EMERGENCY OR DISASTER

- PURPOSE**
 This Policy modifies the Agency's normal purchasing practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the Agency is able to acquire the goods and services required to address an immediate threat to life safety, public health, or to eliminate or reduce an immediate threat of significant damage to improved public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the Agency is included in a major disaster or emergency declared by the President of the United States, this Policy also assures that Agency procurements comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200)

 Notwithstanding the terms of this policy, nothing contained herein shall conflict with Federal procurement regulations as currently defined in 2 CFR Part 200.
- DEFINITIONS**
 - "Proclaimed Emergency or Disaster" exists if
 - the Governor has declared a state of emergency for an area which includes the geographic territory of the Agency; or
 - the Chief Executive Officer of the Agency has declared an emergency in the Agency;
 - "~~Exigent~~-Exigent Circumstances" are situations in which
 - a disaster or emergency has been proclaimed, and
 - the public ~~emergency need~~ emergency need for goods and services required to address an immediate threat to life safety, public health, or to eliminate or reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.
 - "Purchase(s)" as defined in this policy means the purchase(s), rental(s) or lease(s) of goods or services related to a Proclaimed Emergency or Disaster.
 - "Simplified Acquisition Threshold" means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods, as set forth in Title 2 of the Code of Federal Regulations, Part 200, as it may be amended from time to time.
- DELEGATIONS OF PURCHASING AUTHORITY IN EXIGENT CIRCUMSTANCES**



Revision of Municipal Code, establishment of Resolution and/or adopting policy as applicable to your agency
 (See City of Concord's Disaster Policy- Refer to Hand-outs)



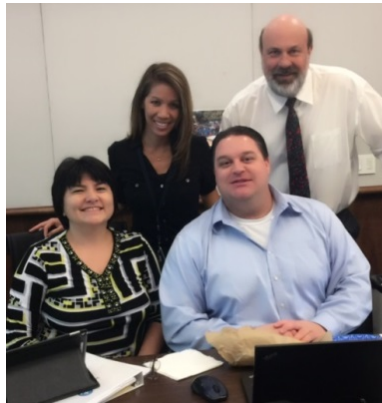
Real Stories / Experiences

Agencies who have gone through a disaster

Lessons learned



Contact Info: DPBAG Task Force



Task Force: (Photo) From Top left to bottom left:

Debbie Wellnitz, City of Concord: debbie.wellnitz@cityofconcord.org

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Tina Yoke, Santa Clara Valley Water Authority : tyoke@valleywater.org

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Conclusion



for attending!

