

# EMERGENCY PROCUREMENT

Presenter:

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# Introduction

- Overview



# OBJECTIVES

1. Procurement's role in Emergencies

1. VDEM 2011 Emergency Management  
Procurement Forum



# VDEM Emergency Management Procurement Forum

- The Virginia Department of Emergency Management Procurement Unit will be presenting the

VDEM Emergency Management  
Procurement Forum

June 5<sup>th</sup> through June 7<sup>th</sup>, 2011



# Emergency Management Procurement Forum

- **Sunday, June 5th, 2011**
- Half day at the Virginia Emergency Operation Center (VEOC).
- Guest speakers and visit/tour of the (VEOC).
- Topics discussed to include the Virginia Interoperability Picture (VIPER), WebEOC, and other relevant topics.



# Emergency Management Procurement Forum Monday

- Topics discussed Monday:

- FEMA Procurement Director
- Planning and Preparation

Breakouts to include:

- Procurement Essentials
- Department of Minority Business Enterprises
- Small Purchase Charge Card Program
- Pre-Certified vendors
- Ethics
- Requesting Assistance/resource Management (VDEM Processes/SMA/EMAC)



# Emergency Management Procurement Forum Monday (cont.)

- Topics discussed Monday:
  - New Orleans/Katrina—Lessons Learned
  - Breakouts
    - Procurement Essentials
    - Department of Minority Business Enterprises
    - Small Purchase Charge Card Program
    - Pre-Certified vendors
    - Ethics
    - Requesting Assistance/resource Management (VDEM Processes/SMA/EMAC)
  - **National Incident Management System (NIMS)**, Incident Command System (ICS).



# Emergency Management Procurement Forum Tuesday

- Topics discussed Tuesday:
    - Wichita Public Schools speakers –Lessons Learned
    - Disability Requirements
    - Mitigation & Recovery
    - Round table discussions Morning and Afternoon
      - SMA/EMAC
      - Division of Purchasing and Supply
      - NIMS/ICS
      - Mitigation & Recovery
      - Regional Catastrophic Planning Program
      - Local Response Planning
      - Legal roles and responsibilities
- Vendor exhibit and lunch at your leisure 1200 to 1630

# Emergency Management Procurement Forum

- VDEM Procurement is working to have rooms and daytime meals paid for at reduced or no cost to attendees.
- There will be entertainment and reception on Monday Night.
- VDEM is doing everything to reduce cost for attendees to make this event attend able for all whom may wish to attend.
- Provide valuable tools/resources to better identify your needs.



# Questions



# Definitions

- **Emergency:** A sudden crisis, unexpected or sudden event, requiring immediate action and must be dealt with urgently.
- **Disaster:** Damaging or destructive event that causes serious loss, destruction, hardship, or death.



# What Defines the Type of Emergency Procurement?

- For an emergency purchase required to protect personal safety or property, efforts should be directed to finding a source and directing the contractor to proceed; however, such procurement shall be made with such competition as is practicable under the circumstances (*Code of Virginia, § 2.2-4303F*). This does not relieve the agency from negotiating a fair and reasonable price and subsequently documenting the procurement action.



# What Defines the Type of Emergency Procurement (cont.)?

- For other types of emergencies, non life threatening competition should also be sought to the maximum extent practicable. Vendor's qualifications may be checked and verification of insurance coverage, if applicable, information on warranty offered, and any other data pertinent to the procurement.





# Preplanning for an Event

- How does one preplan for an event from a procurement perspective?
  - Pre-certify vendors by gathering information such as licensing, insurance, eVA registration, SWaM certification, and listing of material and services (as applicable)
  - Identify materials and services that might be needed during an event and prepare a Request for Proposal (RFP) or Invitation for Bids (IFB) to ensure these are available when needed.



# Preplanning for an Event (cont)

- When pre-certifying a vendor information required includes:
  - Company Name & Address
  - Point of Contacts w/ 24 hr emergency numbers
  - Price Schedules
  - eVA registration & SWaM certification
  - Proof of Insurance & Va. Business License
  - Required Environmental & Regulatory Permits
  - Other pertinent information as needed



# The Outcome

- Preplanning for an event, man-made or natural, through pre-certifying vendors, issuing contract awards from RFPs and IFBs, will enabled your Emergency Management Response personnel to effectively and efficiently respond to an incident. This will also set up a chain of documentation for reimbursement purposes.



# Additional Local Resources for Fulfilling a Resource Request

- The Commonwealth of Virginia has established five Emergency Services Contracts, utilizing nine contractors for use during an event. These contracts for use by state agencies and localities upon the completion of the following requirements:
  - An Event has Occurred
  - A Local or State Declaration has been established
  - Permission to use the Contracts has been received from the Logistics Chief at the State EOC



# What Types of Emergency Services do these Contracts Provide?

- These contracts are pre-negotiated to provide for the following goods and services:
  - Generators, Cable, Electricians & Other Items
  - Pumps, Hoses & Operators
  - Water, Ice, MREs, Mobile Kitchen Units
  - Tents, Base Camp Operations
  - Fuel, Fuel Trucks & Operators
  - Many more items that have been identified as essential to any response to an emergency

# Planning Phase

## Goals:

- Study possible disasters and how they could affect people and property within your jurisdiction and surrounding jurisdictions.
- List critical infrastructure, communication, and staff to maintain minimum life support and response action.
- Maintain current and accurate list of resources available to respond to disasters and emergencies.
- Develop a list of resources and services that may be needed to respond emergencies and disasters.



# Planning Phase (cont.)

VDEM Procurement staff can assist by researching your requirements:

- 1) Establish contracts for goods and services.
- 2) Researching sources of goods and services that may be needed to respond to disasters.





# What Might Be Needed During the Emergency Response Phase

- The Emergency Response Phase is normally the time period that lasts for 72 hours after the event has occurred. In some cases, such as the catastrophic hurricanes that have hit the Gulf Coast since 2005, this time period has increased to as long as six months.
- The resources called for during these long periods are for life saving and life sustaining measures only



# What Might Be Needed During the Emergency Response Phase

- Some of the goods or services that are important during this phase are:
  - Generators, Light Towers
  - Pumps, Hoses, Operators
  - Water, Ice, MREs, Blankets, Cots
  - Debris Clearance Teams (for entry only)
  - Search & Rescue Teams
  - Incident Management Teams plus other items



# Recovery Phase

- The Recovery Phase is the phase that you enter into after an event that is not a life threatening emergency and allows time for proper planning. Some of the items that are important during this phase are:
  - Debris Management & Monitoring
  - Long Term Housing
  - Water, MREs
  - Portable Toilets & Showers
  - Other items associated with recovering from an event

# Conclusion

- Only emergency responders and managers can determine the role of the procurement staff in the locality or agency. However, pre-planning is a vital element in emergency response efforts.
- VDEM Procurement staff can provide vital assistance in many areas.
- The better organized the team, the better the reaction will be today and in the future.





# References

- Title 44, Chapter 3.2. Virginia Emergency Services & Disaster Law
- Virginia Department of Emergency Management – [www.vaemergency.com](http://www.vaemergency.com)
- Electronic Virginia – [www.eva.virginia.gov](http://www.eva.virginia.gov)
- Virginia Department of General Services – [www.dgs.virginia.gov/dps/contracts/covaccontractsinfo.aspx](http://www.dgs.virginia.gov/dps/contracts/covaccontractsinfo.aspx)



# References

- Department of Professional and Occupational Regulations – [www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm](http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm)
- Department of Minority Business Enterprises – [www.dmb.e.virginia.gov](http://www.dmb.e.virginia.gov)
- FEMA – [www.fema.gov](http://www.fema.gov)
- VDEM Procurement Personnel (804.897.6500)
- These are just a few of the many resources available.