



State of Oregon Procurement Services Training

Principles of Public Contracting

Disaster Preparedness

Josh²



Who Are Josh² ?

- Josh Rogers, State Procurement Analyst
 - Josh Hardage, State Procurement Analyst
 - We are the DAS Procurement Services (PS) Liaisons at the Emergency Command Center (ECC).
-
- Who are You – Raise of Hands



Emergency Procurement Rule

■ Requirements:

- ◆ Competition – encourage as reasonable & appropriate under the circumstance
- ◆ Emergency defined – not reasonably foreseen, creates a substantial risk of loss, damage, interruption of services or threat to public health or safety
- ◆ Prerequisites - written declaration, brief description of what is being provided, anticipated cost, and how the procurement meets the need



Rules & Statutes

- Special Procurement (OAR 125-247-0285)
- Emergency Procurement (OAR 125-247-0280)
- Quotes (OAR 125-247-0270 / 137-047-0270)

Business Continuity Plan (BCP)

- What is BCP
- All agencies will have developed plans to restore and recover their business operations in the event of a disaster.
- Critical business functions were identified and submitted to the Enterprise BCP Program





Preparedness and Why it Matters

- Types of Emergencies (flooding, earthquakes, volcanoes, tsunamis' and tornadoes, pandemic illness, economic collapse) Frequency
- Recent Events

Flood Emergencies



1996 Flood – Salem, OR
State of Oregon buildings along
Mill Creek

2012 Flood – Salem, OR
State of Oregon, DAS Motor Pool
fleet evacuation



Vernonia Flood - 2007



Flooding in Vernonia, kgw.com

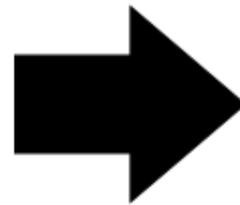
2011 Aumsville Tornado





Local First Responders, Emergency Management

Activates Local Emergency Operations Center



Mayor/County Executive

Declares County-wide Emergency

Requests Aid From



Governor declares "State of Emergency"
State Resources deployed

Requests Federal Assistance



Activates State Emergency Coordination Center

Office of Emergency Management

Governor



Know Your Agency's DISASTER PLAN





Having a Plan

- Helps to:
 - ◆ Organize and orchestrate competing complexities
 - ◆ Places them under a managed set of objectives.

- Procurement objectives might include:
 - ◆ Having adequate staff for timely and accurate orders
 - ◆ Tracking all resources from time of request to time of release
 - ◆ Enhancing direction and control of resources
 - ◆ Facilitating accurate incident cost estimates
 - ◆ Facilitating timely vendor payment
 - ◆ Establishing effective communications with requesting and receiving parties



Parts of a Plan

- ◆ Most Important Documents to Have Available
 - ◆ Disaster Event Log
 - ◆ Time Sheet
 - ◆ Financial Record
 - ◆ Purchase Orders
- ◆ Establish Payment Methods
 - ◆ Emergency Spots Card
 - ◆ Checks
 - ◆ Purchase Orders
- Create a list of Emergency Items that would likely be needed and have list of suppliers and contacts
 - ◆ including emergency contacts

Mobile Office

- **Are you ready to work from your car?**
 - **In an event, it could happen to you!**





Fulfilling the Request – Start with the Buy Decision

- 1) Surplus Property: Efficient use of existing resources
- 2) QRF: Applies to all agencies. Assists disabled individuals through gainful employment
- 3) Inmate Labor: From Oregon constitution (Article I)
- 4) Price Agreement: Statewide policy. Volume and strategic purchases for economy and efficiency
- 5) IGA: Supports use of existing state resources
- 6) Open Market: Use one of the 7 sourcing methods
 - MWESB: Inclusion is encouraged at any dollars threshold

BUT REMEMBER – DURING AN EMERGENCY DO WHAT YOU NEED TO DO!

Procurement Resources

- Statewide Price Agreements
- NASPO ValuePoint (aka WSCA) Contracts
- ORPIN – e-procurement
- Google
- Phone Book



Is there a "Price Agreement" ?

OREGON.GOV

Oregon Procurement Information Network (ORPIN)

Hello Joshua Rogers
(Prod)

Agency Number 107090

The last time you logged onto the system was 10/08/2015 7:44 AM

ORPIN Widgets are here!

If you have the ability to create documents in ORPIN, you will see a new feature at the bottom of this welcome page today! It is called Desktop Widgets, and it provides helpful ways to view your current work in ORPIN. There are two widgets currently turned on for buyers:

- Any draft document where a workflow step has been assigned to you since the last time you logged on.
- Any opportunity you currently have posted for bidding in ORPIN and give you expressed interest in it or submitted electronic bids. It will also show you how many MWESB firms.

At the bottom of the Welcome page that says "Maintain Dashboard". Click there to turn on Desktop Widgets. (There are a few other widgets available that haven't been automatically turned on, including one that will show you a list of all of your active contracts in order of which expires soonest! Go check them out!) Widgets can be turned on or off from the 'Verify/Change Your Information' option in the menu bar as well.

ORPIN Links:
[FAQ and How To's Page](#)
[Templates](#)

Use *Statewide Contract Search* in ORPIN to find Price Agreements

Menu Items:
[Welcome Screen](#)
[Browse Opportunities](#)
[Statewide Contract Search](#)
[Award Search](#)
[Browse Opportunities and Results](#)
[My Documents](#)
[Browse S...](#)
[Create](#)
[Verify/Change Your Information](#)
[NIGP Code](#)
[Reporting/Inquiry](#)
[ORPIN Time](#)
[Exit from ORPIN](#)



Demobilization

- Lead Coordinator Role
 - ◆ Stand down staffing
 - ◆ Oversee the coordination of records
 - ◆ Address any logistical issues of products
 - ◆ Recognize the contribution of staff who served throughout the Emergency.
- Financial Coordinator Role – Reconcile all transactions
 - ◆ Collect all documents that support Procurement activities
 - Event Logs
 - Contracts or Agreements entered into
 - Timesheets
 - Purchase Orders Issued
 - Check Numbers Issued and Amounts (To Whom, For What)



Demobilization.....

- Logistic Coordinator Role – Reconcile the Delivery of all Products or Services
 - ◆ Rentals need to be returned
 - ◆ Equipment returns
 - ◆ Final Disposition of what was ordered, verify

Record Keeping

- What to document?
Everything!
- Agency Contracts Files
- Retention Periods
For a period not less than 6 years



Special Procurement for Disasters

- Includes:
 - ◆ Background and Justification
 - ◆ Special Procurement Process
 - ◆ Who Can Use the Special Procurement
 - ◆ Legal and other Requirements of State Responders



REQUEST FOR 3rd AMENDMENT to SPECIAL PROCUREMENT #SP-228-08

Submit a Special Request through ORPIN to the Department of Administrative Services State Procurement Office. The Agency Head or designee (e.g., Designated Procurement Officer) must authorize this Special Request.

PART A. Requesting Agency must complete Items 1 through 13.

1. Requesting Agency Name: DAS Procurement Services
2. Date of Request: 11/18/13
3. Agency 5-digit Number: 10700
4. Agency Contact Name: Debbie Dennis
5. Phone: 503-378-2631
6. Type of Request: Class Special Procurement Contract-specific Special Procurement
7. Time Period Requested: From: November 18, 2013 To: December 21, 2018
8. Total Estimated Cost: \$ Over \$1 Million

9. Title: **Supplies and/or Services to be Acquired:**

(a) Short Title of the Procurement: Special Procurement for Disaster Response

(b) Description of Supplies and/or Services: All Supplies, ordinary construction, and construction emergency work needed in response to disasters (supplies and services). Supplies and services are defined in OAR 125-246-0110 (170).

10. **Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

Purpose of Amendment 3 to Special Procurement # SP-228-08:

Purpose of Amendment 3 to Special Procurement # AP-228-08 is to change the program name from The State

DAS Procurement Process

- Procurement Services website contains Plan, Process, Forms.
- Developed for declared disasters.
- It's been tested, and it works!
- Available online at:
<http://www.oregon.gov/DAS/EGS/PS/pages/disaster-preparedness.aspx>
- Can use as is or adapt based on your Agency's preferences.

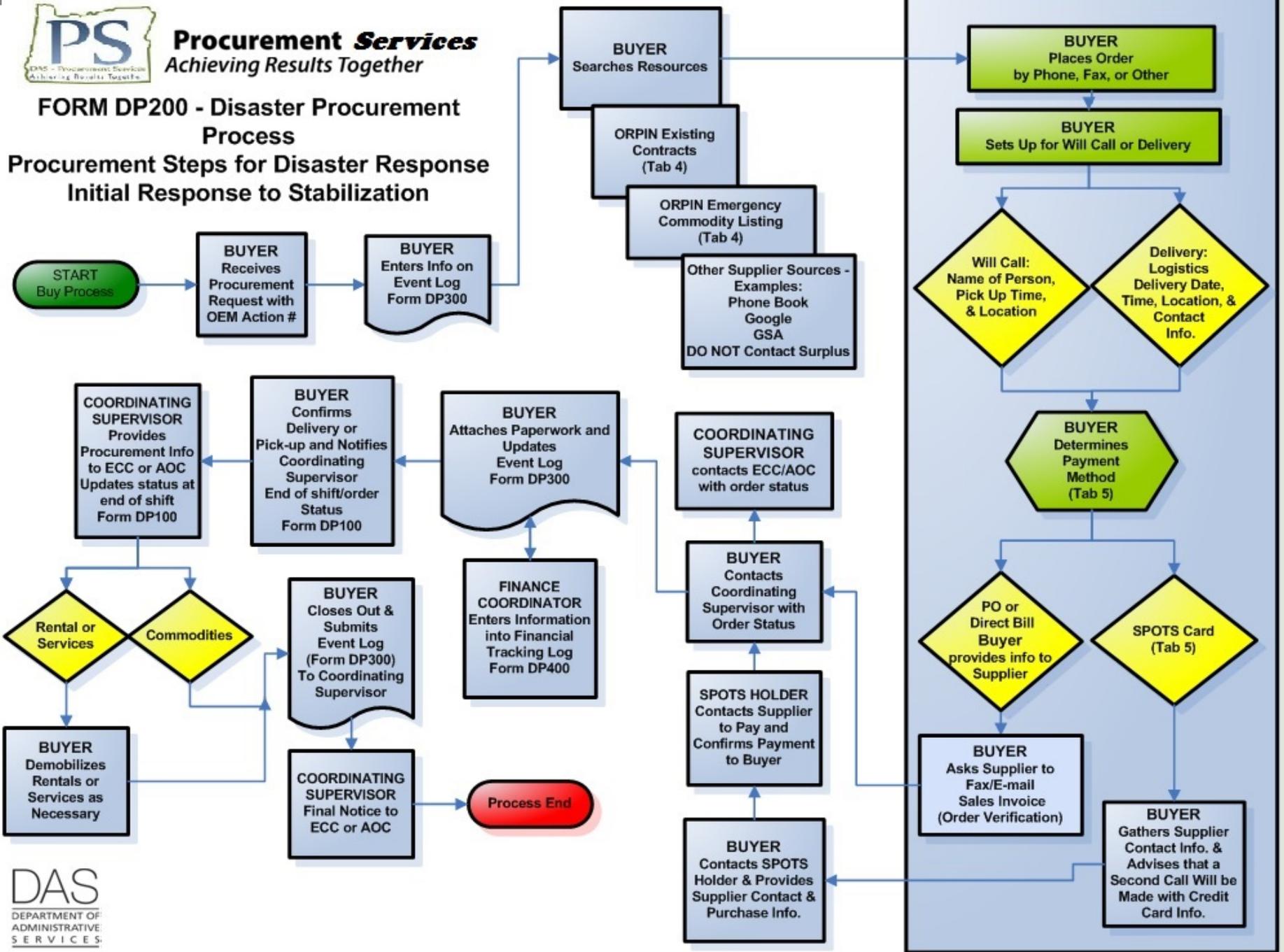




Procurement Services Achieving Results Together

FORM DP200 - Disaster Procurement Process

Procurement Steps for Disaster Response Initial Response to Stabilization



DAS Procurement Services Event Log

I. Emergency Request Information		Primary Contact (Mgr):	
A. Today's Date & Time			
B. Who is making request?			
C. How can requestor be reached?	Phone #:		
	Location:		
D. What agency or ECC are you calling from?			
E. How can I help? (What Goods/Services are needed, Qty, Other items)		Procurement Type:	
		Commodity	Rental/Lease
		Service	
F. Is there an alternate contact?	Name:		
	Phone #:		
G. Where am I deploying the goods/services to? (location, address, landmarks, etc.) When Needed?		Deployment Method:	
		Will Call	
		Delivery	
		Other	
H. Will Call Pickup Contact:	Name:		
	Phone #:		
I. Delivery Location Contact:	Name:		
	Phone #:		
II. Deployment Order Information		Primary Contact (Buyer):	
A. Company / Agency Name	OMWESB		
B. Contact Person	Name:		
	Phone #:		
C. Goods / Services Ordered			
D. Estimated Pricing Info			
E. E.T.A. (estimated time of arrival)			
F. Payment Method / PO #	PO #	Invoice	
	SPOTS (Cardholder Name:	Phone:)
	State Contract PA #:		
G. Order/ Quote # & Date of Purchase	Order/ Quote #	Date Purchased:	
H. Delivery Confirmation	Name:	Date Delivered:	
I. Task Completed	Date Completed:		
III. Demobilization Order Information		Primary Contact (Buyer):	
A. Contact Person	Name:	Phone #:	
B. Goods / Services Removed Date Removed: _____			
C. Final/Actual Price Information Attach any Invoices			
D. E.T.R. (estimated time of removal)			
Attach any e-mail documents			



Closing

- Discuss Importance of Preparedness
- Risk of not having a plan
- Resource contact info - Networking with other procurement professionals.

Be Prepared...



<http://video.foxnews.com/v/4356513070001/report-mega-quake-could-kill-13000-in-pacific-northwest/?#sp=show-clips>

