

Procurement's Role in Emergency Management and Logistics



Oregon Department of Administrative Services

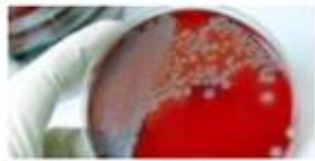
Department of Administrative
Services, State Procurement Services

We are here to help...



- Department of Administration, State Procurement Services during a Disaster/Emergency
- The Oregon Department of Emergency Management
- Real Life Example- Labor Day Fires (ARPA)

Types of Disasters/Emergencies



[Biological Threats](#)



[Chemical Threats](#)



[Cyber Incident](#)



[Drought](#)



[Earthquakes](#)



[Explosions](#)



[Extreme Heat](#)



[Floods](#)



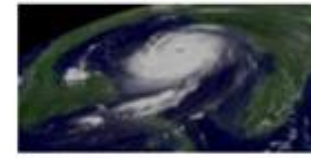
[Hazardous Materials](#)



[Home Fires](#)



[Household Chemical](#)



[Hurricanes](#)



[Landslides & Debris](#)



[Nuclear Blast](#)



[Nuclear Power Plants](#)



[Pandemic](#)



[Power Outages](#)



[Radiological Dispersion Device](#)



[Severe Weather](#)



[Snowstorms & Extreme Cold](#)



[Space Weather](#)



[Thunderstorms & Lightning](#)



[Tornadoes](#)



[Tsunamis](#)



[Volcanoes](#)



[Wildfires](#)

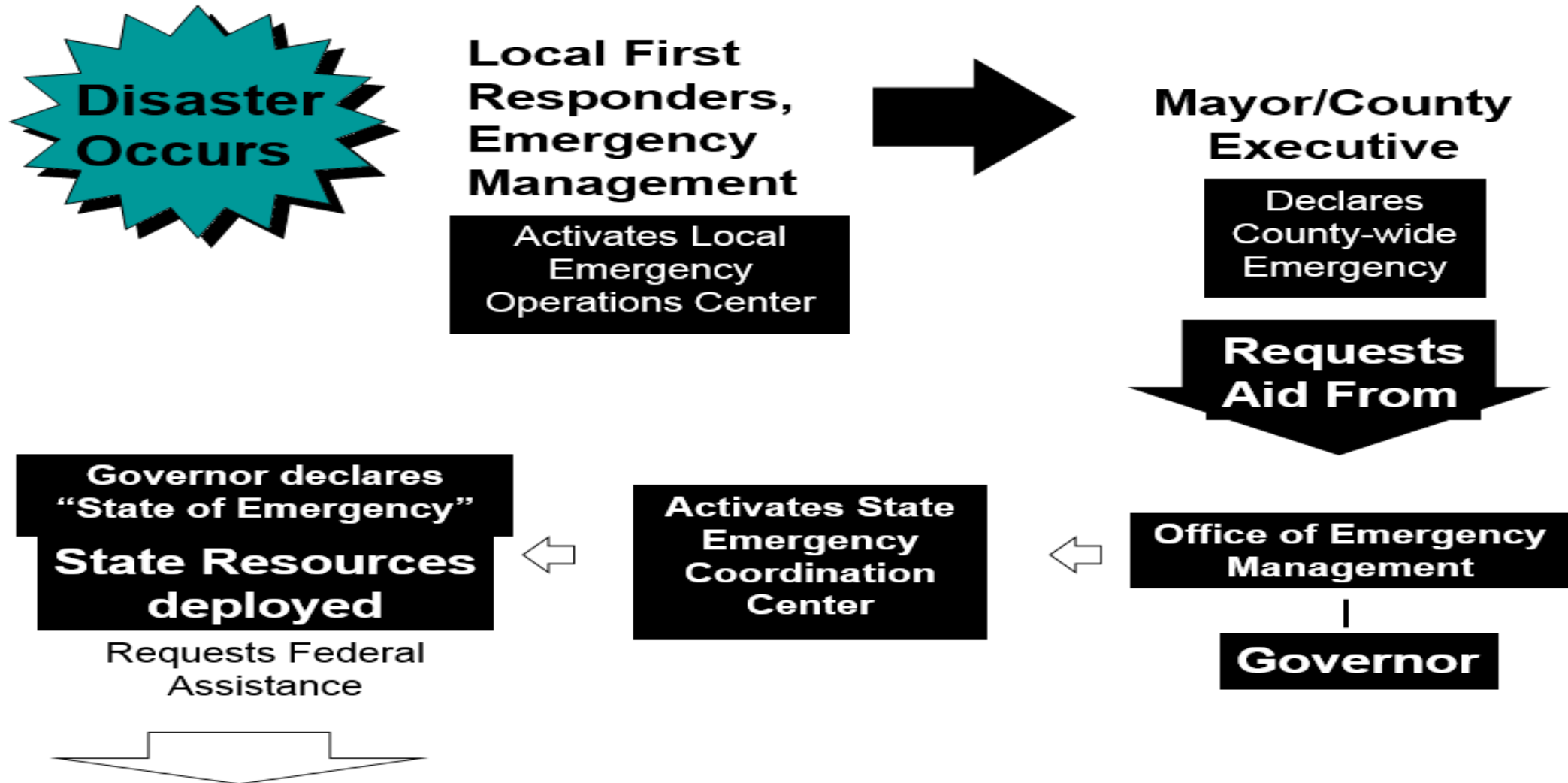
Oregon Department of Emergency Management (ODEM)



The state's Emergency Operations Plan tells local governments that **“All emergency incidents begin locally, with initial response being managed by local first responders. State resources may be requested when local resources have been exhausted and a state of emergency has been declared.”** For a community in the midst of an emergency, that isn't a reassuring prospect — particularly when the plan continues: **“The state may be unable to satisfy all emergency resource requests during a major emergency or disaster.”**



Structure of a Disaster/Emergency



ORS 401.165 - Declaration of State of Emergency



Who Declares: The Governor or If the Governor cannot be reached the Adjutant General notifies the Secretary of State, or the State Treasurer (either may declare a State of Emergency) if none are available, the Adjutant General may Declare.

These declarations are the same as if the Governor declared. The Governor must affirm when available, if the Governor does not set the declaration aside within 24 hours, the proclamation is considered affirmed.

Seat at the Table before the Disaster/Emergency



- **What role does Procurement play in your Organization, what can you do as a Procurement Professional?**
- Get involved Early with Emergency Managers, become Partners
- Understanding YOUR process and what, when, where, and how to work with and assist during the disaster/emergency
- Educating Emergency Managers on how your Procurement shop can help them during an event and work to make the Procurement process work for everyone.
- Setting up MOU's, Contracts, Getting to know the vendors in your area makes it easier during a Disaster/Emergency

Real World Examples



2020 Labor Day Fires



ARPA Funding



The American Rescue Plan Act allocated \$350 billion to eligible state, local, territorial, and tribal governments. **The program was intended to address the economic and health impacts of the COVID-19 pandemic.**

Eligible Categories for ARPA

- Public Health
- Negative Economic Impacts
- Premium Pay
- Infrastructure (water, sewer, and broadband)
- Revenue Replacement/Government Services
- Administrative and Other

ARPA Funding



- US Treasury Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds

Procurement, Suspension & Debarment. Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds, are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, unless stated otherwise by Treasury. As outlined in [FAQ 13.15](#), only a subset of the Uniform Guidance requirements at 2 CFR Part 200 Subpart D (Post Federal Award Requirements) applies to recipients' use of funds in the revenue loss eligible use category. The procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327 are not included in FAQ 13.15's list of applicable Subpart D requirements that apply to recipients' use of funds in the revenue loss eligible use category.

The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in certain circumstances. Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 CFR 200.317 through 2 CFR 200.320. In addition, the Uniform Guidance at 2 CFR 200.214, 2 CFR Part 180, and Treasury's implementing regulations at 31 CFR Part 19, prohibit recipients from entering into contracts with suspended or debarred parties. The procurement standards outlined in the Uniform Guidance require an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations.

ARPA Funding



Federal Regulations:

- Conducted in a manner providing full and open competition (2 CFR 200.319)
- Five Methods of Procurement (next slide)
- Entity must have written Policies and Procedures over:
 - Procurement Transactions (2CFR 200.319(d))
 - Conflict of Interest (2 CFR 200.318(c)) Employee cannot participate in selection, award or administration of federal award if a real or apparent conflict of interest exists with:
 - Employee
 - Immediate Family Member
 - Organization which employs employee or immediate family member

ARPA Funding



Micro Purchases	\$0 - \$10,000	No quote required. (200.320(a)(1))
Small Purchases	\$10,000.01 - \$250,000	Obtain price or rate quotations from an adequate number of qualified sources. (200.320(a)(2))
Simplified Acquisitions (Large Procurement Purchases)	\$250,000.01 and above	Follow documented procurement procedures that comply with 200.320(b), which require sealed bids and proposals. Subrecipient must perform a price or cost analysis with every procurement greater than simplified acquisition threshold (\$250,000).
Sole Source	\$10,000.01 and above	For purchases under Procurement by Noncompetitive Proposals, Subrecipients will need to document how the procurement meets the requirements as defined in 2 CFR 200.320(c).
Contract Modifications	\$250,000 and above	If the Subrecipient needs to make a modification to an existing contract where the total amount of the contract and related modification is in excess of the simplified acquisition threshold (\$250,000), a cost or price analysis must be obtained and documented before the contract is modified. (2 CFR 200.324(a))

ARPA Funding



SAM Search

- Federal contracts greater than \$2,000 (or for any contract involving federal awards to subrecipients):
 - Subrecipients will review the System of Award Management (www.SAM.gov) to ensure that the contracted parties are not suspended, debarred or otherwise listed on the excluded parties list; and
 - Subrecipients will need to document the results of that review in the contract files.
 - Login required for www.SAM.gov search

ARPA Funding



Prevailing Wage Requirements

- State of Oregon Prevailing Wage Laws apply to construction projects funded with ARPA (ORS 279C.800 – 279C.870)
- Davis-Bacon Act requirements do not apply to projects solely funded by ARPA or other non-federal funds. (SLFRF Final Rule FAQ 6.15)
 - If an agency is using ARPA funds in conjunction with another form of federal funding, Davis-Bacon Act requirements apply on construction contracts greater than \$2,000
 - If an ARPA project is over \$10M, Davis-Bacon Act requirements apply

ARPA Funding



Marion County

Beneficiary vs. Subrecipient vs. Contractor Determination

<Insert Date>

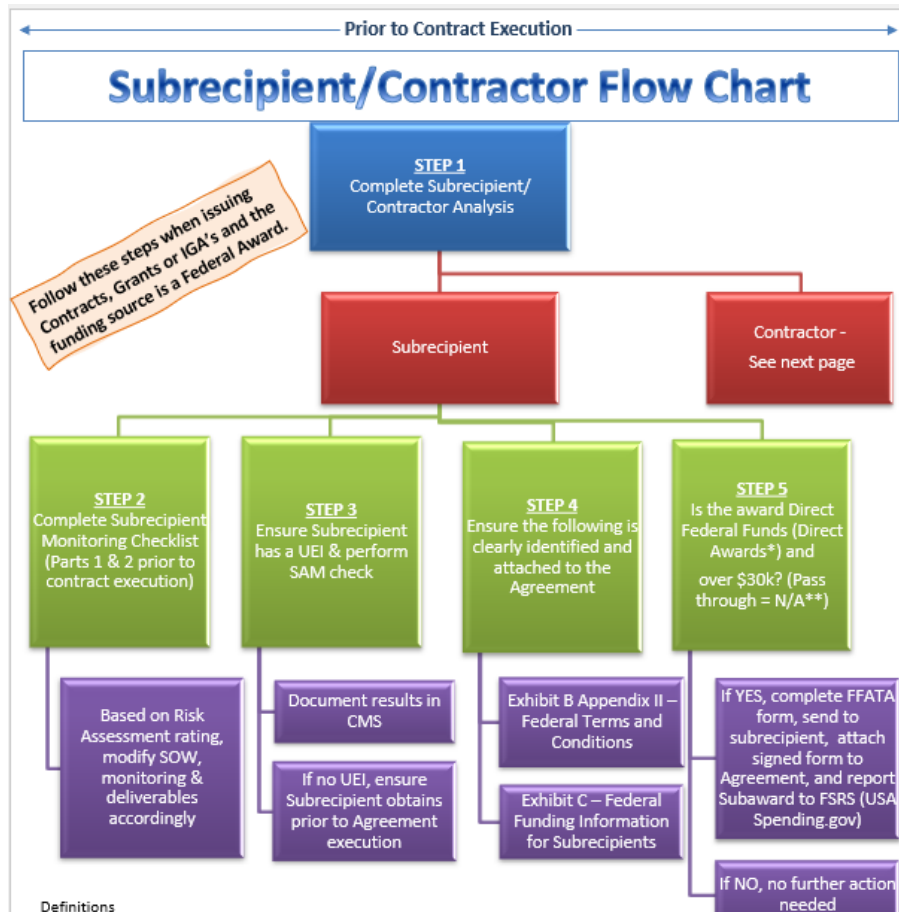
INSTRUCTIONS:

This checklist is designed to assist departments who subcontract federal funds to determine if the subcontractor is considered a beneficiary, subrecipient or a contractor/vendor. Using the questions below and the definitions on the second tab, determine if the entity the county is contracting with is considered a beneficiary, subrecipient, or contractor.

FEDERAL AWARD INFORMATION

Federal Agency Name (i.e. Department of Health and Human Services)	
Assistance Listing Number (formerly CFDA #)	
Pass-Through Entity Name (if applicable) (i.e. Oregon Health Authority)	
Original Contract or Grant Agreement Number (i.e. IGA OHA #148022)	
County GL Number (DIPS, Acct, Project)	
Entity Name (Organization receiving funds from County)	
Individual Completing the Form and Title	
Other Information	

ARPA Funding



Definitions

AL# or CFDA# = Assistance Listing # (Formerly CFDA #)

CFR = Code of Federal Regulations

UEI = Unique Entity Identifier (Formerly DUNS #)

SAM = System for Award Management

FFATA = Federal Funding Accountability and Transparency Act

*Direct Awards = Directly from Federal Government (US Dept. of Treasury, etc.)

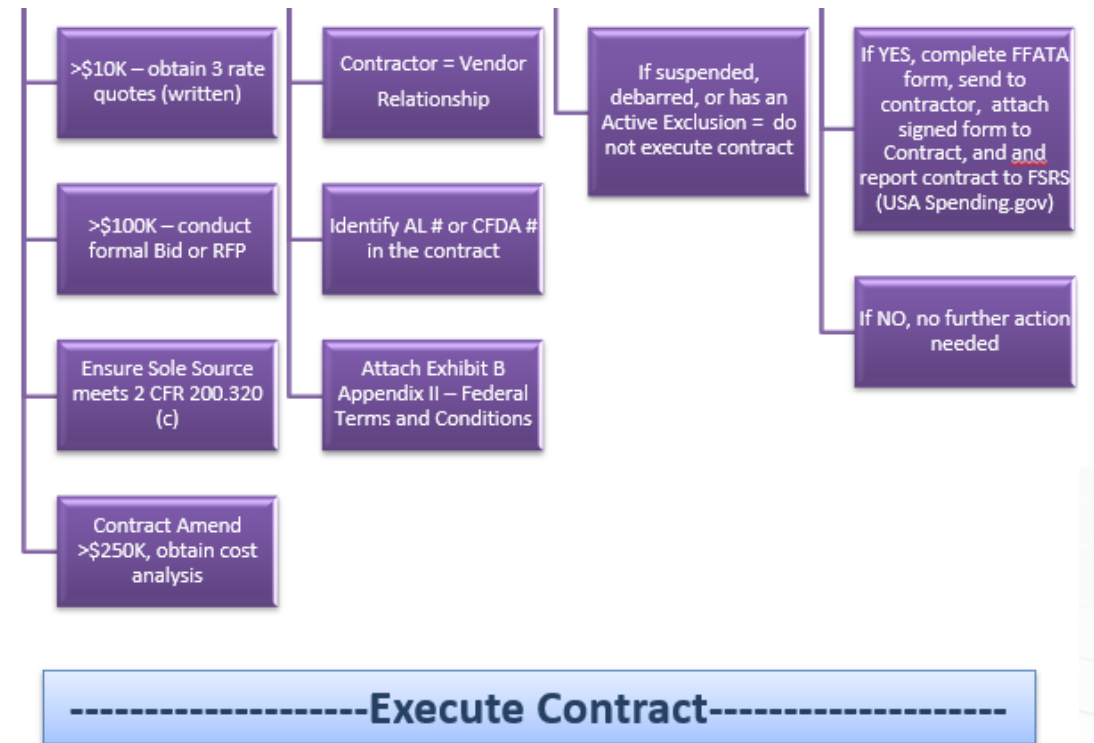
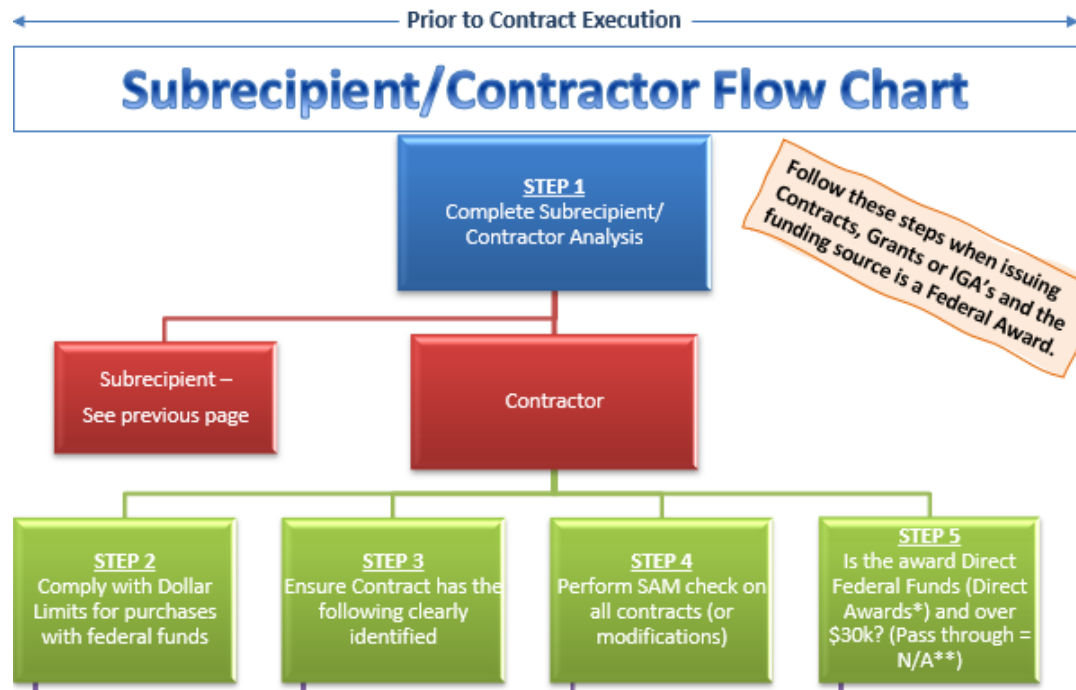
**Pass Through = State of Oregon to Marion County

Note = all checklists, templates and forms referenced in the flow chart can be found on the Finance Intranet. This flow chart conforms to the Code of Federal Regulations (CFR) requirements in 2 CFR 200.

needed

-----Execute Contract-----

ARPA Funding



ARPA Funding



COMPENSATION.

6.8 Federal Funds. If specified below, agency's payments to Contractor under this agreement will be paid in whole or in part with federal funds. If so specified, by signing this agreement, Contractor certifies neither it nor its employees, contractors, subcontractors or subgrantees who will perform the Project activities are currently employed by an agency or department of the federal government. If applicable, Contractor shall comply with Exhibit 4: Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In accordance with 2 CFR 200.331, Contractor has been designated:
Subrecipient
Contractor/Vendor

Assistance Listing Number (ALN) #(s) of federal funds to be paid through this Grant:
90.404

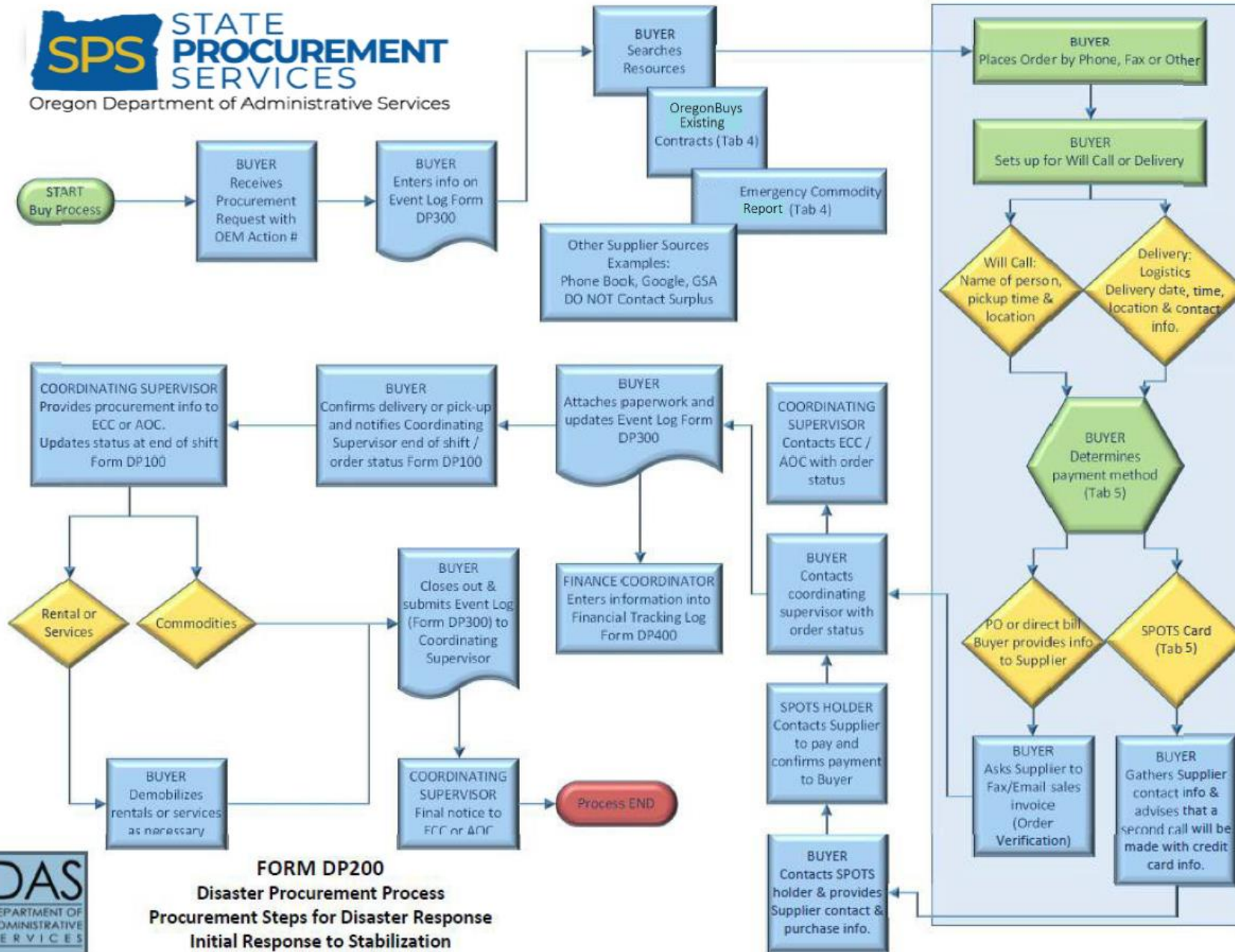
EXHIBIT X APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

ARPA Funding



- Once the grant agreement is executed with your subrecipient....
 - Monitor at least once throughout the program period (refer to your guidance)
 - Subrecipient Risk Assessment
 - Communicate Federal Award information
 - Onsite Reviews and fiscal monitoring
 - Performance reporting and timelines
 - Obtain the Single Audit (if applicable)
 - Review Audit deficiencies (if any)
- Once the contract is in executed with your contractor....
 - If subcontracts, review contracting process (did they get quotes?)
 - Review payroll for BOLI and Davis-Bacon
 - For construction, follow ORS 279C and your agency rules

Form DP200 - Procurement Process Flow Chart



FORM DP300 – Disaster Action Log

This Form is broken into 3 pieces

1. Filled in by the Manger – All of the pertinent information available at time of request.
2. Filled in by the Buyer during work on Action – This document is two sided, all information gathered during the procurement should be noted here (or on a separate sheets as needed, stapled before handoff).
3. Filled in at time of demobilization – This is a critical piece of the process, without confirmation, Entity will not be reimbursed for the funds expended. While this is a strange piece, the vendors are usually very good about it, but you must request the information (WHO completed the task - WHEN was it completed).



FORM DP300 - Disaster Action Log

OEM Action N°: _____ OEM Incident N°: _____ Tracking N°: _____
(Required) (Required)

For goods and services purchased under Special Procurement No. 228.08 or ORS 190 to support declared disasters

I. Emergency Request Information		Initiating Manager (Contact):	
A. Received Action/Request:	Date:	Time:	
B. Requestor: Contact Information:	Name:	Title (if Available):	
	Phone #:	Location:	
C. Action/Request Details (What Goods/Services are needed, Qty, Other Info) (Use Additional Notes as needed/Print OPS request)	Procurement Type: <input type="checkbox"/> Goods <input type="checkbox"/> Rental/Lease <input type="checkbox"/> Services		
D. Where are goods/services being deployed (Location, Address, Landmarks, Mile Post, GPS coordinates, etc.)			
E. When needed	Date:	Time:	
F. Alternate contact information	Name:	Phone #:	
G. Delivery Location Contact	Name:	Phone #:	
II. Deployment Order Information		Initiating Buyer (Contact):	
A. Procurement Method	<input type="checkbox"/> State Agency <input type="checkbox"/> QRF <input type="checkbox"/> Contract /PA #: <input type="checkbox"/> Other <input type="checkbox"/> Direct Award		
B. Company / Agency Name	<input type="checkbox"/> COBID Firm		
C. Contact Person	Name:	Phone #:	
D. Goods / Services Ordered (Use Additional Notes as needed)	Deployment Method: <input type="checkbox"/> Delivery <input type="checkbox"/> Will Call <input type="checkbox"/> Other:		
E. Will Call Pickup Contact	Name:	Phone #:	
F. Estimated Pricing:			
G. E.T.A. (estimated time of arrival):			
H. Payment Method	<input type="checkbox"/> PO # <input type="checkbox"/> Invoice # <input type="checkbox"/> Other: Date Purchased: _____ <input type="checkbox"/> SPOTS (Cardholder Name: _____ Phone: _____)		
I. Delivery Confirmation	Name:	Date Delivered:	
J. Close Out / Task Completed	<input type="checkbox"/> Completed Date Completed:		
III. Demobilization Order Information		Initiating Buyer (Contact):	
A. Contact Person	Name:	Phone #:	
B. Goods / Services Removed or Transferred to Requestor (Use Additional Notes as needed)	<input type="checkbox"/> Removed <input type="checkbox"/> Transferred Date:		
D. E.T.R. (estimated time of removal e.g. Rental)	Date:	Time:	
C. Final/Actual Price Information (Attach any Invoices)			
Attach All E-mail or Other Documentation			



Fulfilling the Request – Start with the Buy Decision



- **Surplus Property:** Efficient use of existing resources
- **Inmate Labor:** From Oregon constitution (Article I)
- **OregonForward:** Applies to all agencies. Assists disabled individuals through gainful employment
- **Price Agreement:** Statewide policy. Volume and strategic purchases for economy and efficiency
- **COBID:** Inclusion is encouraged at all dollar thresholds (minority-owned, women-owned, and service-disabled veteran-owned business owners and emerging small businesses)
- **IGA:** Supports use of existing state resources
- **Open Market:** Use one of the 7 sourcing methods

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

Procurement Resources



- **OregonBuys** – Statewide Agreements, e-procurement, even Agency Specific (great resource)
- **From Your Desk** - MOU's, Spreadsheets, Rolodex, Business Contacts, etc.
- **Interwebs** – Google, Ask Jeeves, Yahoo, Bing, etc.
- **Phone Books** - The Central Oregon Coast Telephone Book: Published by Pacific Publishing in Florence, Oregon, Verizon White Pages: You can order a free print copy of your local directory by calling 1.844-339-6334, Libraries: example - Corvallis-Benton County Public Library Has All Oregon phone books on the shelf.
- **Websites for more information:**
 - <https://www.oregon.gov/das/Procurement/Pages/Emergency.aspx>
 - <https://www.oregon.gov/das/ORBuys/Pages/Index.aspx>
 - <https://www.oregon.gov/oem/pages/default.aspx>

Record Keeping - Best Practices



- What to document?
 - ❑ Anything & Everything
- Retention Periods
 - ❑ For a period not less than 6 years/ 10 for Construction

Just Remember - FEMA can come back and Audit up to 20 Years later.

Weekly Time Sheet



DAS/SPO

1225 Ferry St. S.E. U140

Salem, OR 97301

Week ending: 12/9/2007

Employee: Joshua Rogers

Manager: _____

Employee phone: 503-373-7255

Employee e-mail: joshua.rogers@das.state.or

Day		Project Name	Task	Regular Hours	Overtime Hours	Total
Monday	12/3/2007					
Tuesday	12/4/2007	ECC Flood	Analyst Support	4.00		4.00
Wednesday	12/5/2007	ECC Flood	Analyst Support	4.00		4.00
Thursday	12/6/2007	ECC Flood	Water, Vendor Into Spreadsheets, support	7.00	0.50	7.50
Friday	12/7/2007	ECC Flood	First Aid Kits, vendor lookup, HD Plastic, support	7.00	0.50	7.50
Saturday	12/8/2007	ECC Flood	First Aid Kits, support, shovels		8.00	8.00
Sunday	12/9/2007					
Total hours				22.00	9.00	31.00

During any given shift, an individual may be working on actions pertaining to the event, the individuals day to day work, and/or work to support the event (not pertaining to an action).

The **ONLY** work being tracked on this Time Sheet is Disaster/ Emergency work.

Employee signature _____ Date _____

Manager signature _____ Date _____

Cascadia Event



Preparedness Starts at Home



The Key to having Staff available for Disaster/Emergency Shift Work is the Staff's Preparedness at Home" - FEMA Publication

Text, don't talk!

Unless you are in danger, send a text. Texts may have an easier time getting through than phone calls, and you don't want to tie up phone lines needed by emergency workers.

The Federal Emergency Management Agency (FEMA) has Great Information Online <https://www.fema.gov/>

The Federal Website to Help Become Prepared for an Event <https://www.ready.gov/>

Be Prepared by building a Kit and having a Plan... It can be a lot of fun!!!



A kit is simply a collection of basic items your household may need in the event of an emergency.

Try to assemble your kit well in advance of an emergency. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them.

You may need to survive on your own after an emergency. This means having your own food, water and other supplies in sufficient quantity to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days.

Additionally, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days or even a week, or longer. Your supplies kit should contain items to help you manage during these outages.

From the Ready.Gov website.



Have a Plan to Protect Yourself & Your Family

Prepare yourself and your family for a disaster by making an emergency plan.

Your emergency planning should address the care of pets, aiding family members with access and functional needs and safely shutting off utilities.

Once you've collected this important information, gather your family members and discuss the information to put in the plan. Practice your plan at least twice a year and update it according to any issues that arise.

You may also want to inquire about emergency plans at work, daycare and school. If no plans exist, consider volunteering to help create one.

Download Plans for Parents and Kids at [Ready.org](https://www.ready.org)

Questions or Comments



Thank You

Contact information:

Name: **Kaliska King**

Email:

Kaliska.king@das.oregon.gov

Phone: 503-798-1907

Name: **Joshua Rogers**

Email:

Joshua.rogers@das.Oregon.gov

Phone: 971-209-5703

Our Special Guest -

Name: **Camber Schlag**

Email: Camber.Schlag@sos.oregon.gov

Phone:



Bonus Content



Since we are on the Beautiful Oregon Coast, a friendly reminder of the danger. <https://www.youtube.com/watch?v=Dvhh2XpIUS0>

