

Emergency Preparedness

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Presented by

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Course Objectives

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- Describe the roles, organization and functions of public procurement.
- Demonstrate how public procurement adds value to the delivery of public services.
- Describe the cultural, social, political, economic and legal environments that impact public procurement.
- Demonstrate the importance of ethics and professionalism in public procurement
- Role of procurement during emergencies

Planning

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- **What is procurement planning and why is it important?**

Planning Fails if there is . . .

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- Lack of commitment;
- Failure to develop and implement sound strategies;
- Lack of meaningful goals or objectives;
- Failure to see planning as a rational and creative process;
- Excessive reliance upon experience;
- Failure to identify the most critical factor(s) for success;
- Lack of clear delegation;
- Lack of adequate control techniques and information on results;
- Resistance to change.

Emergency Purchases

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- **Emergency:**
 - Threat to life, property or welfare
- **An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered an emergency.**

Decide what resources would benefit emergency response through prior planning

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- The first step in any successful venture is planning.
- Devote time each week with the Emergency Managers to discuss resource needs. Amount of time depends on the need/requirements of you organization.
- Resources should be prioritized to help with the decision to prequalify vendors or establish contracts.
- Research possible sources to include other cooperative contracts, local resources, and market analysis.
- Discuss with Emergency Managers the pro's and con's of contracts vice prequalified vendors and prioritize goals and objectives.

Decide what resources would benefit emergency response/recovery through prior planning

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- **The Emergency Manager can gather subject matter experts to assist with information gathering.**
- **Consider vital needs such as: shelter, food, water, medical/fire/security, power.**
- **Consider debris removal, protecting property, establishing long term needs.**

Pro's and Con's Contracts or Prequalified Vendors

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Pro's

- Locks vendors into pricing.
- Sets terms and conditions beneficial to your needs.
- Decreases response time while aiding in the reimbursement process.

Con's

- Does not allow for price adjustments.
- May limit vendor resources availability.
- Time consuming up front.
- Requires contract administration.

Pro's and Con's Contract or Prequalified Vendors

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Prequalified Vendors

Pro's

- Allows for market adjustments in pricing.
- Allows for multiple bidders at time of purchase--competition
- Allows for more specific terms and conditions, as well as scope of work to meet specific needs of situation.

Con's

- Requires complete bid process, if applicable.
- Allows for price escalation due to market needs.
- May require more time at point of need when time is not available.

Determine what resources may require contracts

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- **Consider the solicitation process and time requirements.**
- **All parties should discuss pro's and con's.**
- **Remember that we are here to serve and assist. The End User should have the final say.**

Determine what resources may require vendors to be pre-certified

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- Situations that require the bid process for reimbursement.
- Pro's and Con's
- Market status and resource availability.

Determine what resources may require vendors to be pre-certified (cont.)

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- **Discuss information to collect for pre-certified vendors**
 - business contractor licenses (DPOR)
 - insurance
 - resources and availability
 - pricing
 - emergency contact information
 - SWAM certification (DMBE)
 - eVA registration (DPS) (if applicable)
 - State Corporation Commission (state only).
- **Considerations: risk, vendor dependability, jurisdictional procurement policies and procedures.**
- **Stay in touch with vendors and keep information updated.**

Terms and conditions to consider in contracts.

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- **Stafford Act as it applies to cost recovery and reimbursement.**
- **All parties should be familiar with the Code of Virginia and Title 44.**
- **Ensure contract language reflects cost recovery terms/conditions.**
- **Consider response time requirements.**
- **Special considerations: access to site; background checks of employees, etc.**
- **You may want a cooperative contract to share with neighboring localities or agencies**

Things to Remember

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- A team can do more than an individual.
- We all have specialties and skills to share.
- Documentation is vital and a key for reimbursement.
- Disasters affect us all and our end users (citizens) deserve our best.
- Poor prior planning up front does not constitute an emergency at time of need.

References

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- Dept. of General Services
www.dgs.virginia.gov
- Dept. of Professional and Occupational Regulation
<http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>
- Dept. of Minority Business Enterprise <http://www.dmb.e.virginia.gov/>
- VA. Depart. of Emergency Management <http://www.vaemergency.com/>
- State Corporation Commission
webmaster@scc.virginia.gov
- Title 44, Emergency Services & Disaster Law (Code of VA)
- Robert T. Stafford Relief & Emergency Assistance Act (42 U.S.C., 5121-5206)

Conclusion

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- **Plan and prepare: authority, roles and responsibilities**
- **ID pre-approved contracts**
- **Dev. commodity, equipment & services manuals**
- **Establish procedures, roles and responsibilities**
- **Document, document, document**

THANK YOU

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