

Discussion Items related to COOP Procurement and Contracting
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- Declaration of an Emergency from the Mayor or Governor.
- Procurement of Goods & Services submitted through the Emergency Operations Center.
- If FEMA reimbursable event, then costs need to be tracked.
- Bureaus need to identify how they will track costs such as employee time, equipment use and other items that may be reimbursable.

Emergency Operations Center Procurement Duties

1. Generally, after a catastrophic event, all requests for purchases of supplies, equipment and services are transmitted through the EOC.
2. Trained teams are in place to track money being spent, documentation and follow up of claims and procurement of goods & services.
3. EOC personnel will have access to vendor files, Procurement Cards (P-Card) and hard copy purchase orders (if SAP is unavailable).

Procurement Services Duties

1. In the case in which there is a catastrophic event and there is a massive system shutdown where SAP is not available, Procurement Services will enact the use of P – Card (as an alternative to the use of purchase orders).
2. For purchases over \$5,000, bureau's can contact Procurement Services regarding the need to purchase supplies, equipment and services.
3. Procurement Card spending limits can be increased to allow for purchases that would normally be on a purchase order.
4. If phone lines are down and the use of P-Card is not a viable option, hard copy purchase orders will be used.
5. If unable to reach Procurement Services and have an immediate need to purchase goods/services over \$5,000, it would be acceptable with supervisory approval to split the purchase on employee's P-Card.

Tips for Cost Reimbursements

1. Record keeping is critical. Start tracking costs right away (employee time, equipment use, expenditures).
2. Document the work that is being performed. Take photos before and after any emergency work. Document different work sites separately (in case the Declaration only covers certain areas).
3. Track donations because they can be used towards the City's match for FEMA reimbursement.
4. Risk Management will handle claims and will work with bureau's on claim reimbursement.
5. Emergency Procurement procedures (no solicitation) are only good for the first 72 hours after the disaster and are only used to take care of urgent needs.