Disaster Procurement Policy & Procedures

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DPBAG Task Force

(4 Procurement Officials from Different Public Agencies)
DPBAG FORMATION

DPBAG = Disaster Procurement Bay Area Group formed March 2016
DPBAG GOALS

**Goals** - Establish a centralized forum for public agencies to share knowledge and valuable resources for the benefit of all in standardizing disaster procurement policies and procedures.

- **1st Meeting** – 3/16/16: 50 attendees from 20 agencies, DPBAG Dropbox established
- **2nd Meeting** – 10/13/16: 28 attendees from 18 agencies for a working session
- **3rd Meeting** – 12/13/16 (Training by Mike Martinet): 70 attendees from 30+ agencies
- **CAPPO Conference** – Napa January 2017, Palm Springs 2018
- **NIGP Forum** – Nashville 2018, Austin 2019
- **NPI Conference** – Las Vegas 2019
- **California Association of County Treasurers and Tax Collectors** – March 2018
- Ongoing Chapter meetings
- Our group has grown to over 100 members from over 50+ public agencies.
Dropbox Information

www.dropbox.com

Username: debbie.wellnitz@cityofconcord.org
Password: dpbag2016
Disaster Procurement Policy & Procedures

- Establish policies related to disaster procurement with both FEMA guidelines & your own agency’s procurement policies in mind – whichever is most restrictive will rule.
- Develop checklists & guidelines for your specific agency.
- Create forms for tracking transactions in every emergency related activity.
- See Sample Table of Contents (under ‘Sample Documents’ folder) and other pertinent documents in the Dropbox.
Disaster Procurement Policy & Procedures

(City of Concord Example)

Revision of Municipal Code, establishment of Resolution and/or adopting policy as applicable to your agency

(See ‘Handout-Highlights & City of Concord’s Disaster Policy & Procedures PP176’*)

*All accessible in Dropbox (Sample Documents folder/ City of Concord folder)
Disaster Procurement Policy & Procedures

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Resources related to disaster procurement and preplanning available at www.dropbox.com
User name: debbie.welzl@cityofconcord.org / Password: dfap2016

A) Establish policies related to disaster procurement with both FEMA guidelines & your own agency’s procurement policies.

- FEMA Public Assistance Procurement Field Manual (248 pages)
- FEMA Procurement Guidance for Recipients and Sub-recipients Under 2 CFR Part 200 - Supplement to Field Manual (104 pages)
  Location in Dropbox: FEMA Folder

  [For updated Checklist for Procurements under Grants, see Notice on www.fema.gov (15 pages)]
  Location in Dropbox: Mike Martin Folder

B) Create other documents as follows:
- Develop checklists and guidelines for your specific agency.
- Create forms for tracking transactions in every emergency-related activity.
- Revision of Municipal Code: establishment of Resolutions and/or adopting policy including staff inputs for Council/Board applicable to your agency.

[The above items may be found in the Mike Martin and/or Sample Policy folders in Dropbox.

By: Debbie Wellz, Purchasing Manager City of Concord
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(See ‘Handout-Highlights & City of Concord’s Disaster Policy & Procedures PP176’ *)
*All accessible in Dropbox (Sample Documents folder/City of Concord folder)
Disaster Procurement Policy & Procedures

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(See ‘Handout-Highlights & City of Concord’s Disaster Policy & Procedures PP176’*)
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Real Stories / Experiences

- Agencies who have gone through a disaster
- Lessons learned
Conclusion

for attending!