



## 2011 NASPO Cronin Award Nomination

# Procurement's response to disaster related events



## State of Oregon

Submitted on behalf of the Disaster Preparedness Work Group  
by the Department of Administrative Services (DAS) State Procurement Office

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**State Procurement Office**  
*Achieving Results Together*

## **Executive Summary**

Oregon's northern coastal communities suffered a disaster due to severe flooding in 2007. The Governor declared the City of Vernonia and surroundings a disaster area. He then turned to the State Procurement Office (SPO) to purchase needed goods and for those on site. SPO had not engaged in disaster procurement support functions before and did not have a process for managing the delivery of items needed for the disaster. Dedicated employees pulled together to handle the requests, but SPO soon realized the resources needed to continue supporting disaster recovery were being quickly depleted. At the same time, other Oregon agencies responding to the disaster also were reaching full capacity of their abilities to purchase goods and services. The disaster event proved the state had to have an agile and responsive procurement support system that could be enacted on a moment's notice.

Many lessons were learned in the moment which led to innovations in:

- (1) Resource coordination;
- (2) A special procurement process that allows for quick response to disaster purchase needs;
- (3) New terms and conditions to amend existing contracts for disaster support;
- (4) Mobile office guidelines;
- (5) Process mapping and identification of roles and responsibilities for procurement processes;
- (6) A procurement support disaster manual that includes tools for responders; and
- (7) An emergency commodity resource list which now is located on Oregon's e-procurement system.

The work done to implement these innovations can be utilized by other states or jurisdictions. Transferability shows up in forms that meet FEMA requirements, and templates that can be modified to meet specific statutory requirements. Oregon's disaster information is available on the SPO website under Disaster Preparedness Procurement.

The service SPO provides to state agencies, local governments, and Oregonians has been improved greatly. Oregon is much better prepared to face a disaster now than ever before and can rely on established procedures that were tested in several table top exercises.

Another benefit is cost reduction. Pre-negotiated language allows Oregon to have resources readily available, and serves as a prevention to price gouging.

All of the above is possible because of many volunteers (see Attachment A) who formed a workgroup to address disaster recovery issues. SPO is pleased to initiate this effort and to be a part of the Designated Procurement Officers (DPO) Disaster Preparedness Workgroup (DPWG). The group's charter ensures it will continue to meet periodically to update resources, debrief disasters, and evaluate needed changes.

## **Innovations**

**Resource Coordination Document:** The workgroup developed a resource coordination document that allows state agencies to share resources (personnel) with each other in the event of a disaster. This document allows for the transfer of personnel resources between agencies during disaster related events. The DPWG's original intent was to have all of the agencies sign an agreement to participate in the sharing of resources, however it was discovered that agreements were not needed because the Governor's declaration of a disaster in and of itself provides the authorization to share resources. (See Attachment B – Disaster Resource Coordination)

**Special Procurement:** SPO led the creation of a Special Procurement that allows for purchases made during a disaster to be exempt from the standard emergency processes. This Special Procurement expands the emergency rule to allow more flexibility and provides SPO the authority to purchase on behalf of other entities in order to support their needs in responding to disasters. (See Attachment C – Special Procurement)

**Special Contract Terms and Conditions:** Special Contract Terms & Conditions were created that can be included in solicitations or amended into existing price agreements and contracts. These terms and conditions allow for voluntary supplier participation to respond to a Governor declared disasters. The terms allow for cross-agency coordination to:

- Access agency specific price agreements
- Allows negotiated delivery, billing and payment processes
- Exceed contract value limitation
- Minimizes price gouging

The special terms and conditions also allow for easy access through the Oregon Procurement Information System (ORPIN) to search for contracts that contain the special terms and conditions. (See Attachment I–ORPIN Emergency Commodities List)

**Mobile office:** SPO developed the Mobile Office guideline and organized its content. The content not only includes basic office supplies, but also forms, logs and other information needed for disaster related purchases. This information is contained on flash drives as well as in hard copy. There are multiple mobile offices within SPO and are rotated through upper level staff to ensure immediate response to a declaration. (See Attachment F - Mobile Office Guideline)

**Process Mapping:** The DPWG mapped the cross-agency Resource Coordination and Disaster Procurement Processes. These provide a quick guidance on roles and responsibilities of individuals and agencies during a disaster. (See Attachment D – Cross Agency Resource Coordination Process Map and Attachment E- Disaster Procurement Process Map)

**Standard forms:** SPO created Disaster Event and Financial Tracking logs that were used for the 2007 coastal disaster. The DPWG reviewed the logs and made minor modifications to improve them. To aide in agencies in seeking reimbursement from FEMA, the Financial Tracking Log was also modified by SPO to match the FEMA reimbursement logs. By matching up the columns and information, agencies can easily copy and paste the information from one form to another. (See Attachment G - Disaster Event Log and Attachment H – Financial Tracking Log)

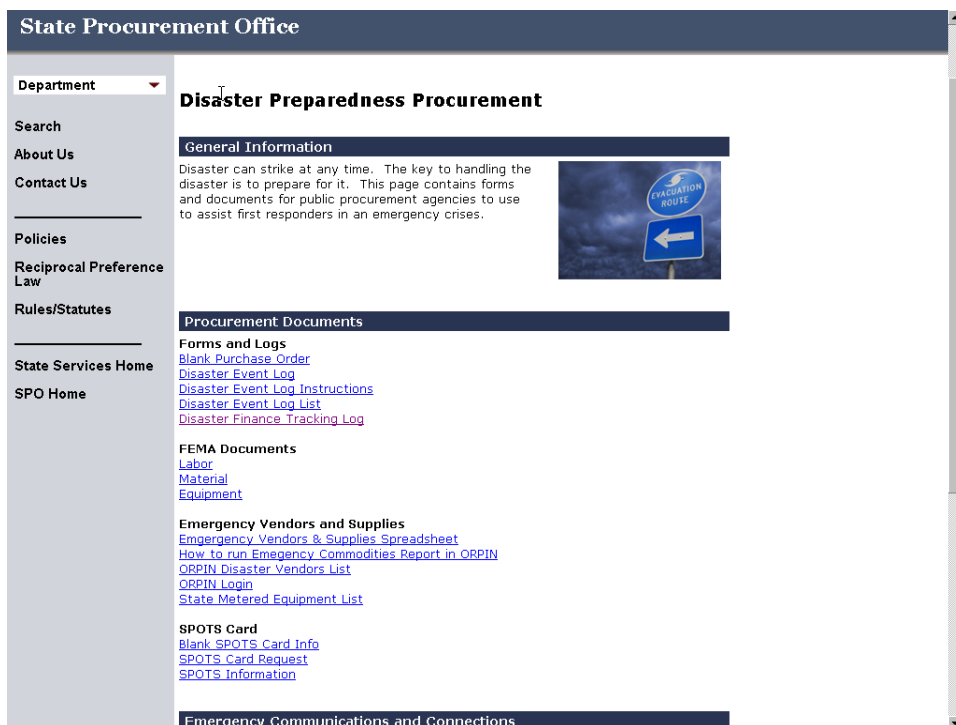
**Disaster Procurement Manual:** A step-by-step process guide, which includes intuitive tools and script samples to be used in conjunction with the easy to follow process maps. The intent of the guide is to allow

agency staff (whether in the procurement profession or not) to pick up the manual and be able to quickly orient themselves to the process and begin work immediately.

**Emergency Commodity Resource List:** The Oregon Procurement Information System (ORPIN) was modified to allow for search functionality to specifically target an emergency commodity resource list. (See Attachment I - ORPIN Emergency Commodities Contract Search)

## Transferability

All 50 States, the District of Columbia or members of the state co-operative purchasing programs (political subdivisions) can use Oregon’s model as a template for their states. These processes work in “shoulder to shoulder” as well as “virtual” environments. All states also can access and use the forms. All forms and manual documents will provide an excellent structure which will allow states to simply modify procurement processes to meet their statutory requirements. All of the information is available through the dedicated disaster web page on the DAS State Procurement Office website. The website may be accessed at: <http://www.oregon.gov/DAS/SSD/SPO/disaster-preparedness.shtml>



This website is a document repository with a comprehensive manual of processes, roles and responsibilities, forms, etc. that can be easily customized to meet another agency or states’ need. The Mobile office contents list as well as the examples in the manual of Wi-Fi hotspots, etc. can be replicated in other states with their personalized information.

## Service Improvement

It became evident during Oregon’s coastal flood disaster that:

- SPO procurement resources were very close to reaching capacity during the two week disaster.
- DHS Public Health also was very close to reaching resource capacity for procurement support of the disaster.
- There is a need for an agile and responsive procurement support system during disasters.

- There is a recognized need for procurement support at some level of regular business while responding to disaster.

The documents and other tools the DPWG workgroup created address the issues stated above. By having these resources tested and readily available, SPO is able to respond more rapidly in procuring goods and services for the first responders. With the processes clearly mapped out (see Attachment D - Cross-agency Resource Coordination flowchart and Attachment E - Procurement Steps for Disaster Response to Stabilization flowchart), the guidebook provides a comprehensive outline of roles and responsibilities that any person, with procurement background or not, can pick up the manual and begin procuring disaster related goods and services with very little guidance.

The DPWG conducted three table top exercises to test the process and forms it had created. At the conclusion of each table top, a few minor changes were identified, but the majority of the forms and processes proved successful. In 2011, the DPWG plans to conduct a full disaster simulation.

The DPWG developed this process in conjunction with Oregon Emergency Management in order to ensure the best coordination across all agencies. Prior to 2007, a coordinated disaster plan to supplement the procurement function did not exist. Oregon Emergency Management and the DPWG will conduct a yearly review to ensure the processes are still appropriate.

## **Cost Reduction**

This project contributes to cost reduction by having the resources readily available and provides the process and language to pre-negotiate with suppliers to prevent cost gouging (see Attachment C - Special Procurement). With the processes and roles defined, it also will prevent undocumented or excessive spending from occurring.

## **Conclusion**

In order to ensure these tools are kept current, the DPWG plans to continue meeting several times a year to review and evaluate any changes that may be needed. In addition, the DPWG plans to have a final debrief and identify any lessons learned at the conclusion of an event. This process will allow the longevity of all tools that were created.

With the recent events in Haiti, Japan and other major disasters occurring in the United States, it is very evident that procurement must be prepared to assist with first responders needs. The work created by this task force can be used by any state as an aide to help in disaster related procurements. During Oregon's experience with its coastal disaster, it brought to the forefront the importance of the procurement function in order to quickly respond to first responders needs. The work created by the DPWG will greatly assist in stressful situations by giving order to chaos.

## **Attachments to follow:**

- Attachment A - Introduction to Guidebook
- Attachment B – Disaster Resource Coordination
- Attachment C - Special Procurement
- Attachment D – Cross Agency Resource Coordination Process Map
- Attachment E - Disaster Procurement Process Map
- Attachment F – Mobile Office Guideline
- Attachment G - Disaster Event Log
- Attachment H - Financial Tracking Log
- Attachment I – ORPIN Emergency Commodities Contract Search

## **Attachment A. Introduction to Guidebook**

SPO sends many thanks to the members of the Designated Procurement Officers Disaster Preparedness Workgroup (DPWG) for the work done to prepare Oregon for another disaster.

### Member List

- DAS State Procurement Office (project lead)
- DAS Human Resources Services Division
- Department of Forestry
- DHS – Public Health
- Public Employees Retirement System
- Department of Corrections
- Department of Transportation
- Oregon State Police
- Department of Consumer Business Services
- Oregon Military Department
- Oregon Parks and Recreation

### Mission

Support procurement needs during a governor declared disaster and develop “intuitive” tools and processes to support cross-agency resourcing from “declaration to stabilization.”

These intuitive tools include:

- Process Maps (Attachment C and D)
  - Cross-agency Resource Coordination Process (Attachment A)
  - Procurement Process
- Special Procurement (Attachment B)
  - Special Contract Terms & Conditions
  - Voluntarily attached to existing agency and statewide contracts
- Emergency Commodity Resource List (Attachment H)
- Purchase Request and Order Tracking (Attachment F)
- Financial Tracking (Attachment G)
- Disaster Procurement Guidebook
- Mobile Office Guideline (Attachment E)
- Disaster Preparedness Procurement Website

## Attachment B

# DISASTER RESOURCE COORDINATION

## I. PURPOSE

In a Disaster, the use of personnel, equipment, supplies and services may be necessary to preserve and protect the citizens of the State of Oregon. Disasters affecting a large area of the State may require interagency cooperation.

The consolidation of logistical support includes but is not limited to personnel, equipment, supplies, and services to support procurement activities in the event of a Disaster.

- A. Procurement is essential for responding to the effects of a Disaster and supporting several objectives, including:
- Saving life and limb
  - Restoring life-sustaining supplies (housing, food, water, medical)
  - Responding to a significant risk to the public health
  - Re-establishing infrastructure (roads, bridges, ports, levies, buildings)
- B. Disaster resource coordination also applies when the Special Procurement method is used to respond to Disasters and the Governor or Governor's designee:
- Declares a state of emergency under ORS 401.055 to 155;
  - Issues a declaration under the Emergency Conflagration Act, ORS 476.510 to 476.610;
  - Declares a public health emergency under ORS 433.441 to 452; or
  - Issues approval of one or more public health actions under ORS 431.264 (collectively, Disaster)

## II. DEFINITIONS

For the purposes of this Agreement:

- A. "Coordinating Agency" (CA) means the Party requesting procurement support assistance in the event of a Disaster.
- B. "Disaster" means those circumstances that are the subject of a declaration or issuance by the Governor or Governor's designee as described in Section I.B. above, and nothing in the Agreement modifies this definition. While unpredictable, those circumstances in whole or part usually cannot be reasonably foreseen; create a substantial risk of loss, damage or interruptions of services or a substantial threat to property, public health, welfare or safety; and require prompt execution of one or more contracts to remedy those circumstances.
- C. "HRSD" means the Department of Administrative Services Human Resource Services Division.
- D. "Levels of Support" means staffing personnel, equipment, supplies and facilities to complete procurement activities.
- E. "Providing Agency" (PA) means the party furnishing procurement support in the event of a Disaster.

## III. PROCEDURES FOR STAFFING ASSISTANCE

- A. Whenever a Disaster occurs and CA determines it is advisable to request staffing assistance, CA shall contact HRSD with of the type and number of positions needed.

- B. Upon receiving the request from CA for assistance, HRSD shall:
- Evaluate statewide resources available to fulfill the staffing request;
  - Contact state Agencies Human Resources offices to locate available employees for redeployment to CA;
  - Coordinate redeployment of employees between CA and PA.
- C. The assistance shall end when:
1. Use of the Special Procurement method ends as follows:
    - The Governor or Governor's designee terminates the state of Disaster or
    - The state of Disaster expires in accordance with statute; or
  2. Earlier than described in section C.1. if --
    - The CA determines that assistance is no longer needed from the PA;
    - The PA provides notice to HRSD that it is unable to continue providing assistance.

**IV. SUPPORT LEVELS** may include but not be limited to:

- A. Staffing - Human Resource Services Division (HRSD) will coordinate the statewide redeployment of employees once agencies have exhausted their internal resources in accordance with the agency's Business Continuity Plan (BCP).
- B. Equipment and Supplies – During a Disaster state Agencies may coordinate the use of needed equipment and supplies on an as needed basis. Because coordination for these items shall be through any appropriate emergency management entities as well as between both participating Agencies, procedures for Assistance are not outlined in this document.
- C. Facilities & Maintenance - During a Disaster state Agencies may coordinate the use of needed facilities and maintenance services on an as needed basis. Because coordination for these items shall be through any appropriate emergency management entities as well as between both participating Agencies, procedures for Assistance are not outlined in this document.

**V. REIMBURSEMENT**

PA shall be responsible for staffing costs associated with the resources provided by PA for Disaster relief. The resources of PA are provided without charge to the CA. Should the Disaster-related expenses be reimbursable by any State or Federal Agency, each Party shall file the appropriate request and paperwork for reimbursement of its costs.

**VI. INABILITY TO PROVIDE ASSISTANCE**

It is the responsibility of PA to notify HRSD, as soon as possible, of any inability to continue providing assistance. If PA is unable to continue with redeployment of staff to CA, PA shall return assigned requests and related paperwork and report on their status to CA at the time of notification.

## Attachment C

### REQUEST FOR SECOND AMENDED SPECIAL PROCUREMENT

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: State Procurement Office

2. Date of Request: December 21, 2010

3. Agency 5-digit Number: 10700

4. Agency Contact Name: Marscy Stone

5. Phone: 503-378-4651

6. Type of Request:  Class Special Procurement  Contract-specific Special Procurement

7. Time Period Requested: From December 21, 2010 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, services, 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.

**A. Background and Justification.** The Governor's Office, the Department of Administrative Services (DAS), the State Procurement Office (SPO) and other state and local agencies are planning to respond to disasters, as described below. Planners have considered the lessons of Hurricane Katrina and past responses to disasters in Oregon. They have identified a need for a fast, flexible procurement system that is fair and prevents fraud.

Procurement is essential for responding to the effects of a disaster and supporting several objectives, including:

- Saving life and limb
- Restoring life sustaining supplies (housing, food, water, medical)
- Responding to a significant risk to the public health
- Economic recovery (business continuity) and
- Re-establishing infrastructure (roads, bridges, ports, levies, buildings).

ORS 279B.080 permits buying supplies and services in an emergency. One type of emergency is a disaster.

The purpose of this Special Procurement method is to respond to disasters when the Governor or Governor's designee:

1. Declares a state of emergency under ORS 401.165 to 401.236; or
2. Issues a declaration under the Emergency Conflagration Act, ORS 476.510 to 476.610; or
3. Declares a public health emergency under ORS 433.441 to 452; or
4. Issues approval of one or more public health actions under ORS 431.264 (collectively, Disaster).

Use of this Special Procurement ends when:

- The Governor or Governor's designee terminates the state of Disaster or

- The state of Disaster expires in accordance with statute.

Use of this Special Procurement is limited to acquisitions in response to public needs in a Disaster (Contracts).

**B. Responders.** Responders means:

1. The Department of Administrative Services (DAS) State Services Division State Procurement Office (SPO),
  2. All state agencies under DAS procurement authority that have statutory or rule authority to respond to Disasters,
  3. All other state agencies that have independent statutory or rule authority to respond to Disasters and that require DAS to approve their Special Procurements; and
  4. All other public bodies that have independent statutory or rule authority to respond to Disasters and, under their independent authority, have made findings and adopted this Special Procurement.
- (collectively, Responders).

**C. Authority to Use this Special Procurement.**

1. Responders under DAS procurement authority are authorized to use this Special Procurement by OAR 125-246-0170(2).
2. All other Responders must be authorized to use this Special Procurement by their own statutes, rules, or policies.

**D. The Special Procurement Process.**

1. Dual Controls used for Procurement. Dual Controls are required for all purchases. "Dual Controls" means, prior to a purchase under any existing Contract or award of a new Contract:
  - a. State of Oregon Emergency Operations Plan Emergency Coordination Center (ECC) or Agency Operation Center. An authorized individual from an emergency control center, like the ECC or individual Agency Operations Centers under ORS 431.264 or 433.441 to 452 as specifically described for public health (AOC), oversees the purchase and may require documentation. The authorized individual from the ECC or AOC initiates the request to a Responder for purchase of supplies and services.
  - b. Responder. An authorized individual from that Responder responds to the request (10.B.1.a.) by purchasing the supplies and services in accordance with this Special Procurement process and communicating with the ECC or AOC individual or designee.
2. Documentation. The Responder must document:
  - a. The nature of the emergency, and
  - b. A description of the method used for the selection of the particular contractor.

This documentation may occur in a reasonable time after the Disaster. The documentation must support order confirmation and invoice matching.

No documentation is required before the award and use of the Contracts, except as required by the ECC or AOC individual or designee (see 10.B.1).

3. Selection

- a. Direct Award. Supplies and services may be directly purchased without competition from any available resource identified by the authorized individual of the Responder, including but not limited to statewide price agreements, Agency specific contracts, and Agency specific price

agreements. In a Disaster, agency specific contracts and price agreements become available under this process.

- b. Unlimited Amounts. Responders may directly award Contracts for unlimited amounts.
- c. Limited Terms. Awarded Contracts must be limited to the term of the Disaster (see 10.A).
- d. Competition. When practicable, create and use an informal competitive process of selection to award new Contracts for unlimited amounts, but limited to the term of the Disaster. An informal competitive process may be verbal or written and use quotes, informal bids, or informal proposals. When practicable, competition is encouraged.
- e. Schedule 84. The federal government has authorized states, including the Responders, to purchase through the Local Preparedness Acquisition Act, Schedule 84, "Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response" (Schedule 84) See <http://www.gsaelibrary.gsa.gov/ElibMain/scheduleSummary.do?scheduleNumber=84&flag=coop>.

Schedule 84 is similar to 10 U.S.C. 381 or Section 211 of the Electronic Government Act of 2002 (Schedule 70) in effectuating or promoting transfers of property to Responders. In the specific instance of Schedule 70, it provides for the procurement of data processing equipment, software and services. Section 211 (c) (1) provides in pertinent part:

"The Administrator may provide for the use by State or local governments of federal supply schedules of the General Services Administration for automated data processing equipment (including firmware), software, supplies, support equipment, and services as contained in Federal supply classification code group 70"

The language of ORS 279A.180, "other federal law...similar to section 211... in effectuating or promoting transfers of property to contracting agencies" means that if the DAS Director or delegate determines that a federal statute permits state agencies to procure goods or services from federal supply schedules, then procurements made from those federal schedules need not be made through competitive procurement processes.

The approval of this Special Procurement grants permission to use Schedule 84 under the conditions of this Special Procurement. This Special Procurement does not waive any requirement of use set forth by the federal government.

- 4. Authority. Responders with authority to use this Special Procurement may procure supplies and services in accordance with the process described in this subsection 10.B.

The Responder may designate and delegate authority to one or more individuals other than the Responder's previously authorized Designated Procurement Officer to respond to the Disaster Request.

- 5. FEMA. If the state intends to seek Federal Emergency Management Agency (FEMA) reimbursement for any purchase under this Special Procurement, the authorized individual must follow FEMA regulations and try to avoid making a purchase that would be disqualified for FEMA reimbursement. See [www.fema.gov](http://www.fema.gov).
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**E. Legal and Other Requirements of State Responders.**

1. This Special Procurement revises the emergency procurement procedures of OAR 125-247-0280. OAR 125-247-0280 does not apply to the provisions of this Special Procurement. Responders are advised to ask the Department of Justice to apply the Emergency Public Contract Exemption from legal sufficiency review under OAR 137-045-0070, regardless that OAR 125-247-0287 does not provide such an exemption for special procurements.
2. This Special Procurement does not waive or modify any legal, policy or procedural requirements of SPO or Responders.

11. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

The use of this Special Procurement is justified by the urgent need to purchase essential supplies and services in response to a Disaster. See Section 10, A. Background and Justification, above.

This Special Procurement will only be used:

- a. When the Governor makes a declaration in accordance with subsection 10.B and
- b. In limited circumstances in response to requests from the ECC or AOC in accordance with subsection 10.B.1.

12. **Findings to Satisfy the Required Standards:** This proposed special procurement:

(a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

Procurements related to Disasters will be conducted as a limited type of Emergency Procurement, as defined in ORS 279B.080, and the procurement process will be according to this Special Procurement, not the process for an Emergency Procurement under OAR 125-247-0280. The nature of a Disaster limits the time available to procure supplies and services. Competition will not be harmed as the Responder will, when practicable, make efforts to use informal competitive processes or use existing contracts and price agreements that were solicited through a competitive process.

This Special Procurement places limits around when purchases may be made in response to a Disaster.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); and

\_\_\_\_\_ (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); or

(b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

This Special Procurement promotes the public interest by supporting disaster relief in a timely and expeditious manner.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

13. **Optional Signature:** The signature of the Agency Head or designee (e.g., Designated Procurement Officer) is not required on the Request submitted through ORPIN. Agency may also elect to attach a signed Request as a pdf file through ORPIN or submit a signed hard-copy Request.

\_\_\_\_\_  
Name  
Agency Head or designee (i.e., Designated Procurement Officer)

\_\_\_\_\_  
Date

**REQUEST FOR SPECIAL PROCUREMENT**

PART B. The State Procurement Office of the Department of Administrative Services completes Part B.

**STATUTORY AND RULE AUTHORITY:**

ORS 279B.085(3) states the Director of the Department of Administrative Services may approve a special procurement if the Director finds that a written request submitted under ORS 279B.085(2) demonstrates that the use of a special procurement as described in the request, or an alternative procedure prescribed by the Director will:

- (a) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (b)(A) Result in substantial cost savings to the contracting agency or to the public; or
- (B) Otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065 or 279B.070 or under any rules adopted thereunder.

OAR 125-246-0170 delegates the authority of the Director to approve special procurements to the Chief Procurement Officer of the State Procurement Office, Department of Administrative Services. OAR 125-247-0285 through 125-247-0288 implement ORS 279B.085.

**FINDINGS:**

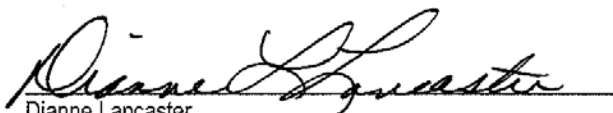
The findings are accepted, adopted, and incorporated by reference herein.

**CONDITIONS OF APPROVAL:**

**Notice of Approval of the Special Procurement.**

1. SPO shall post the notice;
2. The Special Procurement may not be used until after the completion of the seven (7) day notice period required pursuant to OAR 125-247-0287(4), and either:
  - a. No protests or objections were received by SPO in response to this notice, or
  - b. If any protest or objection is received during the notice period, then not until:
    - i. A copy of it is delivered to the External Operations Analyst for this Special Procurement, and
    - ii. The Chief Procurement Officer or delegatee confirms in writing the first possible award date.

**APPROVED:**



Dianne Lancaster  
Chief Procurement Officer  
Department of Administrative Services

1/6/2011  
Date

5028  
12/23/10

Attachment D

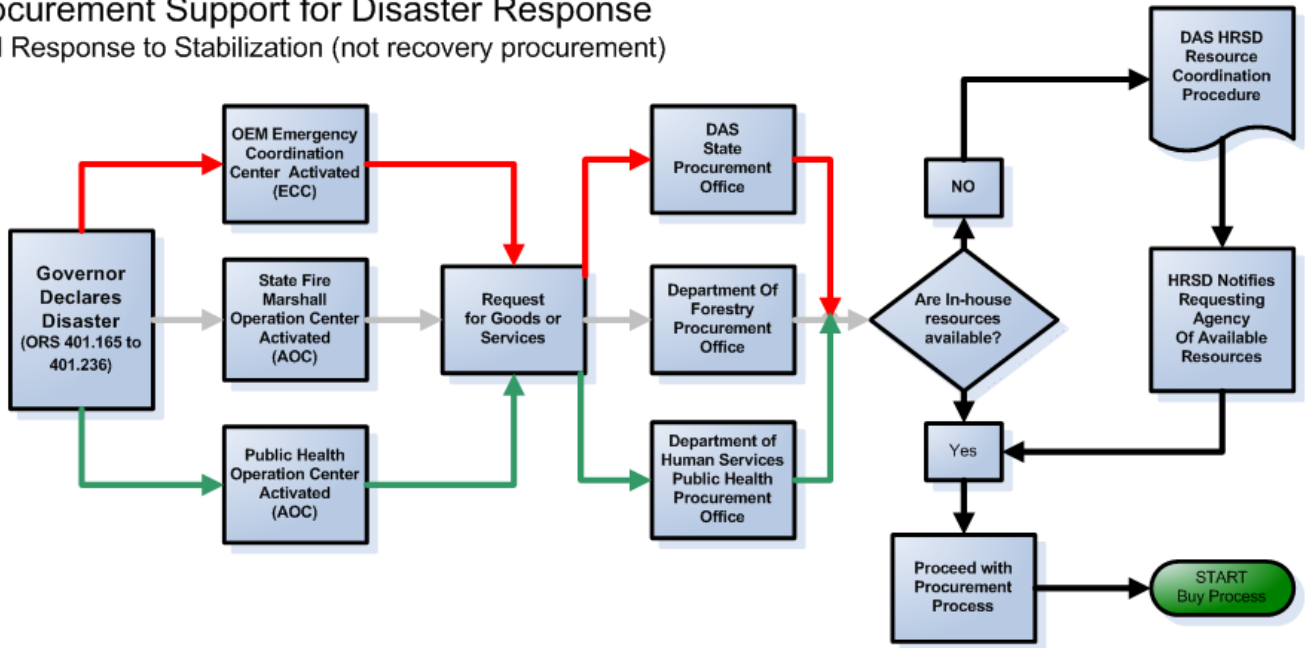


FORM DP500

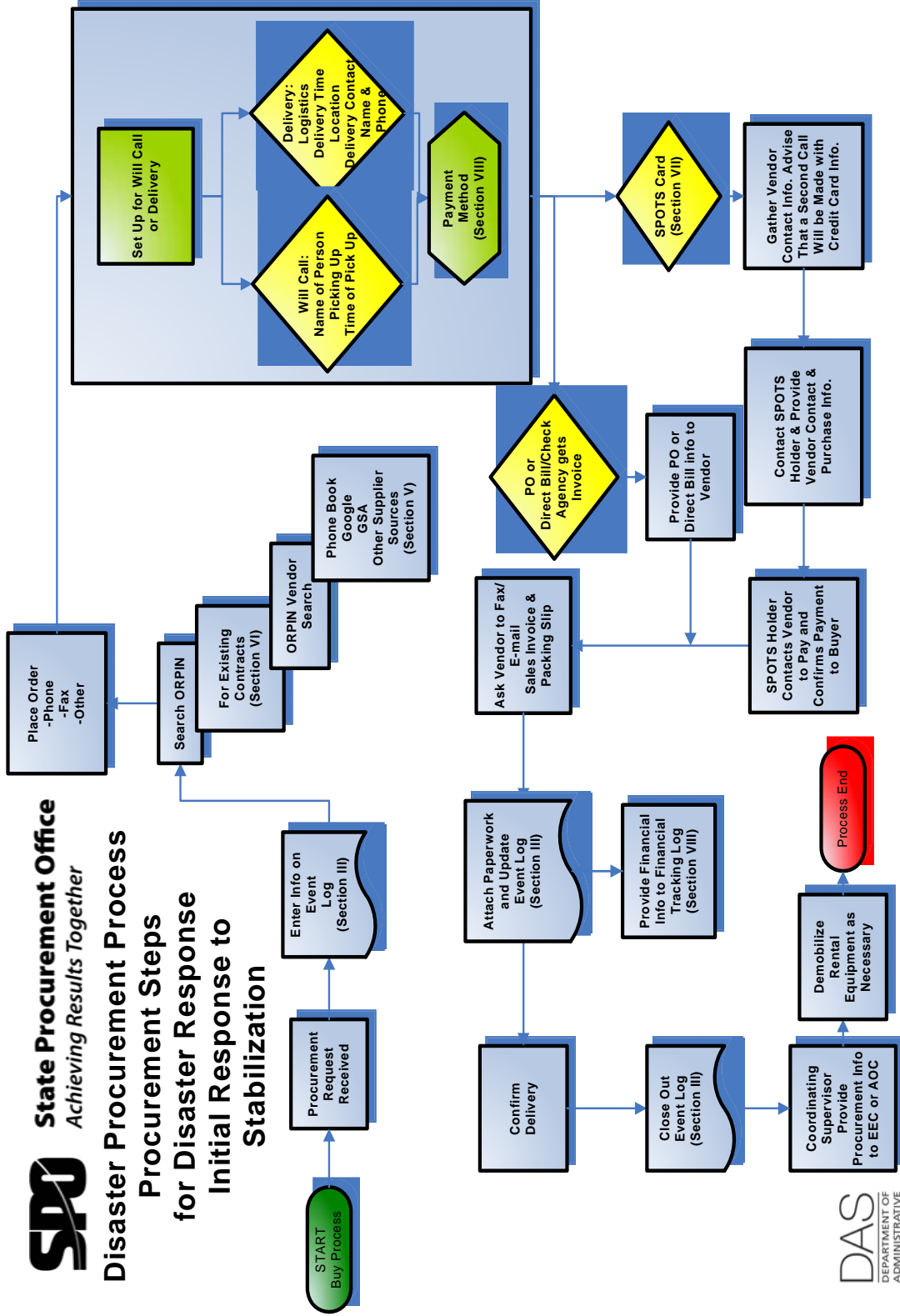
Resource Coordination Process

Procurement Support for Disaster Response

Initial Response to Stabilization (not recovery procurement)



**Disaster Procurement Process  
Procurement Steps  
for Disaster Response to  
Initial Response to  
Stabilization**



## **Attachment F:**

### **MOBILE OFFICE GUIDELINE**

**OVERVIEW:** The DAS State Procurement Office created 8 mobile offices that are strategically placed with managers and other key personnel from DAS SPO that will be used in the event of a disaster. The purpose of the mobile office is to provide DAS SPO staff with the ability to perform critical job responsibilities from their homes or vehicles. The mobile offices are equipped with hard copy information and documents, technology, and supplies that allow the DAS SPO staff to communicate with each other and process emergency procurements related to disasters.

### **TECHNOLOGY AND SUPPLIES:**

Each mobile office will contain:

Net Book Computer These netbooks have built in Wi-Fi Cards and can be used to connect to the internet. See Attachment 1 for a list of free Wi-Fi Hotspots in Oregon.

2 way radio and user guide (FRS type that uses AAA batteries)

Digital camera (that uses AAA batteries)

First Aid Kit

USB Flash Drive

Emergency AM/FM Radio w/Hand Crank

AA-Cell LED Flash Light

Metal Clipboard with Cover

Oregon Road Map

Mini versions of yellow pages for Portland, Salem Eugene, Medford & Bend.

Copies of current blank State of Oregon Purchase Orders

Copy of emergency contact and key personnel info

Miscellaneous Office supplies (Pads, pencils, pens, stapler, paper clips)

Extra AA and AAA Batteries

Non-perishable snacks.

1 roll of duct tape

Construction grade nitrile glove

Surgical masks (N-95 recommended grade)

Hand sanitizer

Emergency water packet

Energy bar

### **STAFFING ASSIGNMENTS:**

8 mobile offices are assigned as follows:

1 mobile office assigned to each team lead from the transaction unit of SPO.

1 mobile office for each of the three managers of SPO

1 mobile office assigned to a member of ORPIN support

1 mobile office assigned on a rotation basis with the two PCS 2 positions

The Procurement and Contract Specialists (PCS) 2'S and ORPIN support will be on a 6 month rotation schedule and will post the schedule on the central network hard drive (U: drive) and also on the flash drives contained in the mobile offices.

If the disaster is sustained over a long period of time, the mobile offices will be transferred to other SPO staff and a rotation will be set up to provide rest periods.

#### INFORMATION AND TECHNOLOGY REFRESH:

The information contained in the mobile offices will be refreshed every six months. The PCS 2 positions will refresh the flash drives contained in the mobile offices. The current assigned PCS 2 from the rotation schedule shall be responsible for the coordination of the refresh and will ensure all mobile offices have been updated prior to rotation of the next PCS 2. The information will include the latest emergency contact list, emergency contracts list downloaded from ORPIN, the most current state equipment list (this equipment list is maintained by DAS Fleet Services), state owned facilities (primarily agencies that have large storage or staging areas such as ODOT, Corrections and Parks and Recreation), emergency and disaster related items available at DAS Surplus, and financial (Emergency SPOTS Card Holders) resources, event logs, finance logs and blank PO forms and any other information needed in the event of an emergency. The same information also will be kept on the U Drive in the Business Continuity folder and the PCS 2 will update the flash drives from here. The information on the U Drive shall be updated by SPO staff on an as needed basis. Batteries and snacks will also be refreshed. The PCS 2's will coordinate the return, refresh and redistribution of the mobile offices back to staff.

The technology refresh of the mobile offices would fall under the normal technology refresh procedures of this office, currently lead by Vicki Simonsen. Current technology refresh is about every 4 years.

#### STORING AND ACTIVATING MOBILE OFFICES:

Mobile offices will be kept at a safe location at the assigned staff homes. The information contained in these mobile offices has a low security risk (Level 1) and isn't confidential; however employees should use proper care to ensure the physical security of the mobile office and its contents to prevent potential compromise through loss or theft of the mobile office. The mobile offices will be brought into action when called upon during a disaster. The staff will be responsible for bringing the mobile offices in to SPO every six months for information refresh. The PCS 2 position will coordinate this activity. The Mobile offices will be numbered and bar coded and tracked through the DAS State Procurement Office tracking system (Smead).

# Attachment 1

## FREE Wi-Fi Hot Spots in Oregon

<http://www.openwifispots.com>

<http://www.wififreespot.com/>



### Adair

Jamocho Jo's Java & Ice Cream - 6020 NE William R. Carr St. - 541-745-2050

### Albany

Boccherini's Coffee & Tea House - 208 1st Ave W - (541) 926-6703

Albany Public Library - 1390 Waverley Dr SE - 541-917-7586

**Pepper Tree Sausage House** - 1125 Salem Av. S.E. - 541-928-1254

GameTime SportsBar & Grill - 2211 Waverly Dr SE - 541-981-2376

Skippers - Santiam Hwy - 541 928 9264

Burger King locations

Del Taco - 1850 14th Ave Se

Staples - 2000 Santiam Hwy SE - 541 928 9701

Phoenix Inn Suites - 3410 Spicer Rd SE

### Aloha

Cafe Beignet - 18385 SW Alexander St. - 503-642-0807

Schlotzky's Deli - 17985 SW Tualatin Valley Hwy. - (503) 356-6864

Hide-A-Way Bar & Grill - 18385 SW T.V. Hwy - 503-649-7697

Center for Medical Imaging - 1885 NW 185th - 503 216 8400



Attachment G

Disaster Event Log

OEM Action No: \_\_\_\_\_ Incident No: \_\_\_\_\_

NOTES

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

Emergency Request

Contractor Deployment: Buyer Name:

Demobilization: Buyer Name:

**Attachment H Disaster Finance Tracking Log. (Separate Attachment)**

## Attachment I. ORPIN Emergency Commodities Contract Search.

### Emergency Commodity Report in ORPIN

The screenshot shows the Oregon Procurement Information Network (ORPIN) website. The header includes 'OREGON' and 'Oregon Procurement Information Network (ORPIN®) TEST'. The main content area is titled 'Reporting/Inquiry (Test)' and contains several links and descriptions:

- Opportunity Inquiry**: Inquire about Open Opportunities
- Order Instrument Inquiry**: Inquire about Release Orders, Work Orders and Change Orders.
- PSK Historical Inquiry**: Inquire about historical PSK contracts (prior to October 8, 2004)
- Payment Reconciliation Inquiry**: Inquire about Payment Reconciliation
- Read or Initiate Reports**: Initiate Reports (New Standard Reports) - This link is highlighted with a blue arrow.
- Search Existing Reports**: Reports previously created.
- Report Designer**: Allows the creation of Ad hoc reports.

A blue arrow points from the text 'Choose "Read or Initiate Reports"' to the 'Read or Initiate Reports' link in the screenshot.

#### What is the Emergency Commodity Report?

This is a report in ORPIN that can be generated based on a listing of commodities that may be needed during an emergency. It will return a list of suppliers registered in the ORPIN system that have marked they can supply those items or services.

- Browse Opportunities
- Statewide Contract Search
- Award Search
- Browse Opportunity Notices and Results
- My Documents
- Browse Suppliers
- Create Documents
- Verify/Change Your Information
- Award Posting and Recording
- Supplier Information
- Internal (Agency) Users
- Resend to SFMA
- NIGP Code
- Reporting/Inquiry
  - Opportunity Inquiry
  - Order Instrument Inquiry
  - PSK Historical Inquiry
  - Payment Reconciliation Inquiry
  - Read or Initiate Reports
  - Search Existing Reports

## Reporting (Test)

Click on the link to the right to learn more about reports. [Report Help](#)

When a "\*" appears in front of a selection, the field is required. If an "OR" appears after a selection you must choose **at least one** of the required fields.

### Read or Initiate Reports

Category: All

Report Name: Select Report

- Opportunities By Agency (Summary) - v1
- Opportunities by Type - v1
- Opportunities Opening Schedule - v1
- ORPIN/ADPICS Interface Verification Report - v1
- Outstanding Affiliation Requests - v1
- Outstanding Master Files - v1
- Outstanding Purchase Requests - v1
- Payment Reconciliation - Historical
- Payment Reconciliation - Problems
- Payment Reconciliation - Unconfirmed Payments
- Potential Duplicate External Person Report
- Potential Duplicate Internal Person Report
- Potential Duplicate Supplier Report
- PSK Information - ORPIN
- PSK Inquiry - v1 (Historical non-OPRIN)
- Purchase Request Log
- Retention Report v1
- Special Requests - v1
- Supplier Authenticated - v1
- Supplier Insurance Expires - v1
- Supplier Participation Report
- Supplier Participation Report-Gail
- Suppliers Inactive
- Test Emergency Commodities Report**
- User Logins - v1
- User Master - v1
- User Setups - v1
- User Workload Completed - v1
- Vicki's Status Report - v1
- Work Orders - v1a

Choose  
Emergency  
Commodities  
Report



- Browse Opportunities
- Statewide Contract Search
- Award Search
- Browse Opportunity Notices and Results
- My Documents
- Browse Suppliers
- Create Documents
- Verify/Change Your Information
- Award Posting and Recording
- Supplier Information
- Internal (Agency) Users
- Resend to SFMA
- NIGP Code
- Reporting/Inquiry
  - Opportunity Inquiry
  - Order Instrument Inquiry
  - PSK Historical Inquiry
  - Payment

## Reporting (Test)

Click on the link to the right to learn more about reports. [Report Help](#)

When a "\*" appears in front of a selection, the field is required. If an "OR" appears after a selection you must choose **at least one** of the required fields.

### Read or Initiate Reports

Category: All

Report Name: Test Emergency Commodities Report **Read**

Report Title: Test Emergency Commodities Report

Commodity: **To choose a commodity press "Find"** **Find** Clear

Supplier: **Find** Clear

Vendor City:

Output Format:  PDF  Excel  Web Page

Postpone Until:  (mm/dd/yyyy)  (h:mm AM/PM)

Archive Report?:  Yes  No

Email When Complete?:  Yes  No

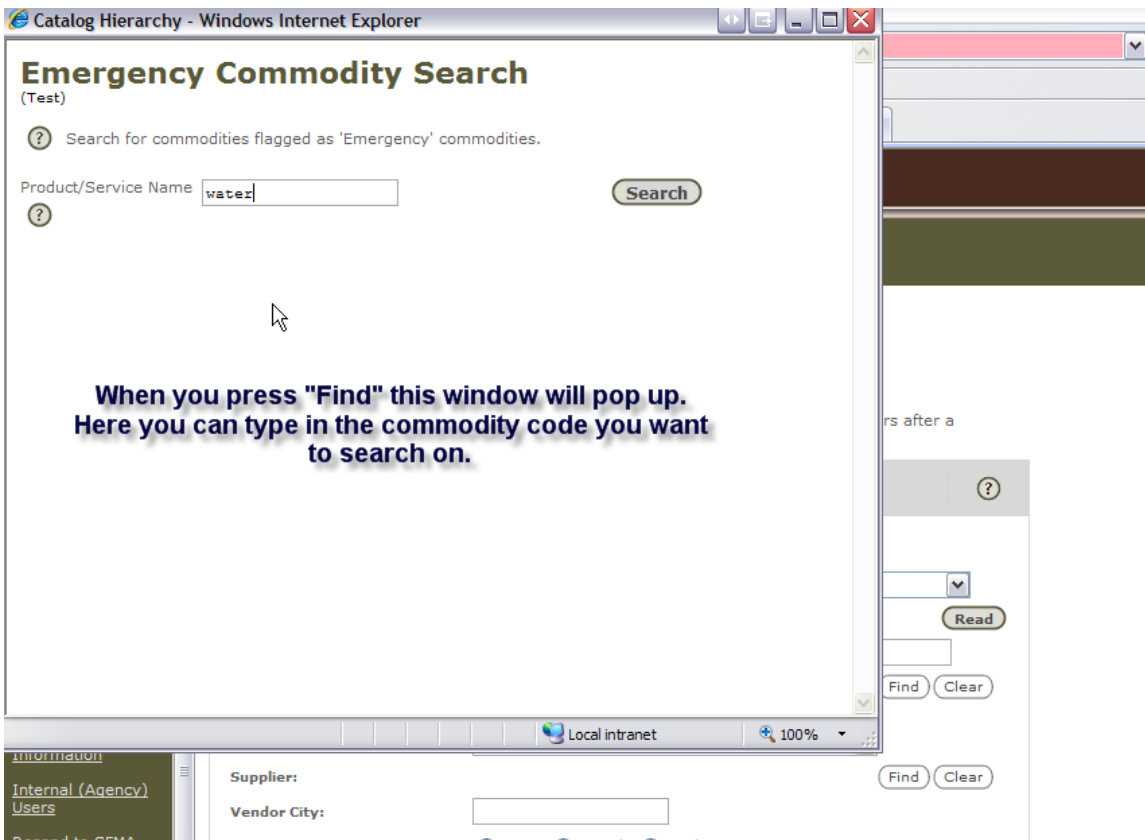
**Initiate Report**

The list below show the current list of commodities you can search for on this report.

	A	B
1	<b>Emergency+Commodity List</b>	
2		
3	<b>Commodity Listing</b>	<b>NIGP Code</b>
4		
5	Batteries	450-06
6	Blankets	850-12
7	Bleach	505-25
8	Camping Equip (Cots, Lanterns, etc)	450-15
9	Cleaning Products	192-00
10	Diesel (marine)	405-09-36
11	Diesel (motor fuel)	405-09-35
12	Disposal/Removal of Dead Animals	962-25
13	Disposable Tableware	240-00
14	Drinking Water	390-91
15	Emergency Shelter	952-37
16	Emergency Food	952-36
17	Emergency Shower	345-18
18	Extension Cords	285-95
19	Fencing	330-00
20	First Aid	345-00
21	Flashlights (battery op)	450-32
22	Flood Lights	055-54-48
23	Gasoline	405-15
24	Generator	285-37
25	Hammer	445-38-40
26	Hand Sanitizer	485-13-50
27	Hand Tools/Shovels	445-00
28	Hardware (buckets,ladders, nails,etc)	450-00
29	Helicopter Rental	975-11
30	Infant Formula	271-28-15
31	Janitorial	485-00
32	Leather Gloves	201-40
33	Matches	393-56-51
34	Non-Latex Gloves	201-42-61
35	Paper Towels/Toilet Paper	640-75
36	Parmaceuticals	269-00
37	Pillows	850-63
38	Plywood (exterior)	540-59-09
39	Portable Kitchens	155-69
40	Portable Toilets	155-70
41	Propane and Butane	405-03
42	Propane Heaters	981-00
43	Radio AM/FM (battery op)	
44	Rain Gear	201-65-77

45	Rental of Backhoe, Excavator, Loader, etc	975-34-26
46	Rental of Backhoe, Excavator, Loader, etc (Service w/operator)	975-35-20
47	Rental of Dump Trucks	975-86-57
48	Riprap	913-50
49	Ropes	450-24
50	Rubber Boots	800-25
51	Sand Bags and Sand	085-55
52	Snow Shoes	805-65-71
53	Snowmobile	071-76
54	Tents/Tarpaulins	450-77
55	Two-Way Radio (portable, including vehicle relay)	725-74
56	Two-Way Radio Receivers, Transmitters, Transceiver	725-78
57	Water/Wastewater Treatment Services	968-96
58	Water Filtration (conditioning, purification equip)	670-86
59	Water Filtration (equip & access)	890-24
60	Water Hoses	460-30

For example, the commodity of “water” is searched



Catalog Hierarchy - Windows Internet Explorer

# Emergency Commodity Search

(Test)

Search for commodities flagged as 'Emergency' commodities.

Product/Service Name

---

ORPIN Catalog: ORPIN Catalog

- NIGP Codes: NIGP 7 Digit Codes
  - Category 09: Food, Equipment, and Related Services
    - 390-00: FOODS: PERISHABLE
      - 390-91: Water, Drinking (Incl. Distilled, Mineral, Sparkling and
  - Category 12: Hardware, Related Equipment, and Services
    - 460-00: HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL,
      - 460-30: Garden (Water) Hose, Plastic and Rubber (Including Soake
  - Category 14: Janitorial and Cleaning Equipment, Supplies, and Se
    - 485-00: JANITORIAL SUPPLIES, GENERAL LINE
      - 485-13: Cleaner, Hand and Skin, Synthetic Detergent Type (See 43
        - 485-13-50: SANITIZERS, HAND, INSTANT, WATERLESS
  - Category 22: Public Works, Park Equipment, and Construction Serv
    - 968-00: PUBLIC WORKS AND RELATED SERVICES

Return Selected

Here are the returned commodities for water. I can choose one or all of them. When I make my choice I would then press the "Return Selected" button.

OREGON

Oregon Procurement Information Network (ORPIN®) TEST

Browse Opportunities

Statewide Contract Search

Award Search

Browse Opportunity Notices and Results

My Documents

Browse Suppliers

Create Documents

Verify/Change Your Information

Award Posting and Recording

Supplier Information

Internal (Agency) Users

Resend to SFMA

NIGP Code

Reporting/Inquiry

- Opportunity Inquiry
- Order Instrument Inquiry
- PSK Historical Inquiry
- Payment Reconciliation Inquiry
- Read or Initiate

## Reporting

(Test)

Click on the link to the right to learn more about reports. [Report Help](#)

When a "\*" appears in front of a selection, the field is required. If an "OR" appears after a selection you must choose at least one of the required fields.

### Read or Initiate Reports

Category: All

Report Name: Test Emergency Comodities Report

Report Title: Test Emergency Comodities Report

Commodity: 390-91,

Supplier:

Vendor City:

Output Format:  PDF  Excel  Web Page

Postpone Until:  (mm/dd/yyyy)  (h:mm AM/PM)

Archive Report?:  Yes  No

Email When Complete?:  Yes  No

So, now I have chosen my commodity for water. This will auto fill this filter area. I can also choose to search for a specific supplier.

There is an option to narrow your search on this screen by choosing the city the vendor is located in as well.

A	B	C	D	E	F	G	
Commodity Searched	Commodity Searched Description	Commodity Matched	Commodity Matched Description	Supplier Id	Supplier Primary Contact Phone Fax Email	Address City State Zip	
1	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	22148	Global Foods, Inc. Scott Kantrowitz 1 (999) 870-7600 223 1 (999) 877-1163 scottk@globalfoodslv.TE ST	5435 South Durango Drive Las Vegas NV 89113
2	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	15192	SPRING VALLEY DAIRY INC Kirk Hofstetter 1 (999) 393-4850 Kirk@springvalleydairy.TE ST	4310 22ND AVE NE Salem OR 97303
3	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	16002	Costco Terri Cooper 1 (999) 371-0483 w068mgr2@costco.TE ST	1010 Hawthorne Ave. SE Salem OR 97301
4	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	39151	MBC USA INC Frank Biello 1 (999) 773-5613 1 (999) 300-3807 info@mbcusainc.TE ST	777 E Tahquitz Canyon Way Palm Springs CA 92262
5	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91-42	WATER, DISTILLED, SALT FREE	22148	Global Foods, Inc. Scott Kantrowitz 1 (999) 870-7600 223 1 (999) 877-1163 scottk@globalfoodslv.TE ST	5435 South Durango Drive Las Vegas NV 89113
6	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91-42	WATER, DISTILLED, SALT FREE	29937	Chad's Smokin BBQ & Catering chad lewis 1 (999) 587-9468 chad0172@yahoo.TE ST	1115 18th st ne Salem OR 97301
7	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91-42	WATER, DISTILLED, SALT FREE	39151	MBC USA INC Frank Biello 1 (999) 773-5613 1 (999) 300-3807 info@mbcusainc.TE ST	777 E Tahquitz Canyon Way Palm Springs CA 92262
8	390-91	Water, Drinking (Incl. Distilled, Mineral, Sparkling and Spring)	390-91-44	WATER, DRINKING, SODIUM AND CHLORINE FREE	22148	Global Foods, Inc. Scott Kantrowitz 1 (999) 870-7600 223 1 (999) 877-1163 scottk@globalfoodslv.TE ST	5435 South Durango Drive Las Vegas NV 89113
9							

The next example is a search for a commodity that is NOT already on the emergency commodities list



If you believe that a commodity has been left off of the emergency commodity list please contact the ORPIN team at (503)378-4642.