

## DISASTER PROCUREMENT TIPS AND RESOURCES

### **Non-competitive, Sole Source Emergency and Exigent Purchases**

- Document circumstances surrounding the need for non-competitive sole source purchases. Non-state entities must provide written justification for each use of the non-competitive emergency/exigent procurement exception. (See [FEMA Fact Sheet for Emergency and Exigent Purchases](#) for elements to include in the written justification.)
- Include all applicable terms and conditions found at 2 CFR §200.327, Appendix II and FEMA recommended contract provisions with every purchase order or contract. (See [FEMA PDAT Contract Provisions Guide](#).)
- Document a completed suspension and debarment (exclusions) check for all awarded suppliers/contractors. (SAM.gov)
- Conduct a cost or price analysis for all purchases over the simplified acquisition threshold, currently set at \$250,000.

### **Use of Pre-awarded Local Government Contracts Not Originally Procured According to the Federal Standards (2 CFR §200)**

Align with the tips noted above for non-competitive, sole source purchases.

### **Time and Materials Contracts**

- Document the circumstances that exist whereby no other type of contract was suitable.
- Ensure that no cost-plus-percentage-of-cost elements exist within rate sheets (e.g., small tools charged at 'x'% of overall project.)
- Establish an overall contract ceiling price that the contractor exceeds at its own risk.
- Be prepared to transition to a fixed-price contract with awarded supplier/contractor once a scope of work can be defined.
- Conduct and document oversight of the time and materials contractor's work.
- Include all applicable terms and conditions found at 2 CFR §200.327, Appendix II and FEMA recommended contract provisions with every purchase order or contract. (See [FEMA PDAT Contract Provisions Guide](#).)
- Document a completed suspension and debarment (exclusions) check for all awarded suppliers/contractors. (SAM.gov)



**Use of Cooperative Contracts for Disaster Response** (See [FEMA Fact Sheet for Cooperative Purchasing](#))

- Document how original solicitation was procured under the federal requirements. (2 CFR §200.317-327).
- Download all due diligence documentation available for selected cooperative contract.
- Best practice: Request a minimum of three quotes from suppliers under the awarded cooperative contract with one quote being from a small/minority/woman business enterprise (if available).
- Conduct a cost/price analysis for selected cooperative contract for needed goods/services.
- Include all applicable federal terms and conditions found at 2 CFR §200, Appendix II and FEMA recommended contract provisions with every purchase order or contract between local government and selected cooperative supplier. (See [FEMA PDAT Contract Provisions Guide](#).)
- Document a completed suspension and debarment (exclusions) check for all awarded suppliers/contractors. (SAM.gov)

Let us know how we can help.

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