



State Agency Emergency Procurement Phases

	ANTICIPATE	PREPARE	FAMILIARIZE
BEFORE (PREPARATION)	<ul style="list-style-type: none"> Establish and submit a Continuity of Operations Plan (COOP) to the State Office of Risk Management Take inventory of any pre-positioned supplies/locations Check SPD database for current emergency-related agreements 	<ul style="list-style-type: none"> Create a procurement logistics and resource management plan Establish policies and procedures for resource acquisition Develop a communication plan Establish emergency-related contracts Perform procurement focused training and exercises 	<ul style="list-style-type: none"> Robert T. Stafford Relief and Emergency Assistance Act FEMA's Public Assistance Program Texas Disaster Act of 1975 State of Texas Emergency Management Plan
	ACT	PROCURE	RECORD
DURING (RESPONSE)	<ul style="list-style-type: none"> Activate Continuity of Operations Plan (COOP), as necessary Utilize state/federal resources as available Implement procurement logistics and resource management plan 	<ul style="list-style-type: none"> Review and understand the Governor's Disaster Declaration and its impact on public procurement Make disaster-related procurements during the emergency period Competitive bidding still required Specific contract provision clauses may be required for using federal funds 	<ul style="list-style-type: none"> Keep a procurement log detailing procurement activities Record receipt of goods and services (to include information of any "oral receipts") Maintain close coordination with cost reimbursement personnel (state and/or federal)
	DOCUMENT	DEFINE AND IDENTIFY	FINALIZE/CLOSE-OUT
AFTER (RECOVERY)	<ul style="list-style-type: none"> Centralize procurement-related documentation to support purchases made, preferably electronically Obtain all required certifications necessary to access federal funds 	<ul style="list-style-type: none"> Follow established plans and define timeframes to complete tasks Identify required actions and assign responsibilities Reflect on 'lessons learned' to improve future emergency protocols 	<ul style="list-style-type: none"> Monitor and terminate services for contracts that are no longer needed Return all equipment and unused supplies to originating entity Start reimbursement process, if applicable

Citations

<https://www.fema.gov/disasters/stafford-act>

<https://www.fema.gov/assistance/public/program-overview>

<https://www.sorm.state.tx.us/coop> - State Office of Risk Management

<https://tdem.texas.gov/state-of-texas-emergency-management-plan/>

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.418.htm>