



Office of State Procurement

Emergency Procurement

Agency Training



Two Types of Emergencies:

- “Usual” Emergencies
- Catastrophic Emergencies



“Usual” Emergencies

Occurs during the daily operation of an agency.

Some examples are:

A broken water line or freezer,
a tree falling on a building

These affect a single agency.





Catastrophic Emergencies

An emergency situation declared by the Governor.

Examples are:

Hurricanes, Floods, Ice storms,
Pandemics

These affect a great number of
people over a wide area.





What Qualifies as an Emergency?

Definition:

An emergency condition is a situation which creates an imminent threat to **public health, welfare, safety, or public property.**



Emergency Description

A situation that impacts or threatens:

- the functioning of Louisiana government
- the preservation or protection of property
- the health or safety of any person

The existence of such a condition creates an **immediate and serious need** for supplies, services, or major repairs that cannot be met through normal procurement methods.



“Usual” Emergencies - Procedure

R.S. 39:1598 and LAC 34:V.1101-1111

Any state agency may make emergency procurements of up to \$10,000 when an emergency situation arises.

Prior to all emergency procurements exceeding \$10,000, the Chief Procurement Officer, head of a State Agency, or either officer’s designee shall approve the procurement.



“Usual” Emergencies – Quotes

Quotes:

Every effort shall be made to obtain quotations from three (3) or more vendors when supplies, services, or major repairs are to be purchased on an emergency basis. Immediate purchasing shall be discouraged as much as possible.

When supplies, services, or major repairs are urgently required, and time does not permit the obtaining of written quotations, the agency may obtain quotations by telephone or otherwise (fax, email, etc). Any quote accepted shall be confirmed in writing.





“Usual” Emergencies – Acceptable Quotes



Quotes obtained should be comparable – in other words, “apples to apples”.

Example: You obtain three (3) quotes to repair a broken freezer. One vendor includes additional charges for starting the unit up, running tests, and includes a 10-year warranty.

Another vendor quotes replacing the freezer instead of repairing the current one.

These quotes are not comparable, because the scope is different for each one.



“Usual” Emergencies – Limited Scope

Scope of Emergency Procurement –

Emergency procurement shall be limited to *only* those supplies, services, or items necessary to meet the immediate emergency.



For example: If you have a security fence that was damaged, you can request to have repairs made on an emergency basis to the damaged section. However, you should not be replacing the entire fence if it exceeds \$10,000.00. If it needs replacing, you should do the emergency repairs, and then submit the entire fence to be bid out using normal bid procedures.



“Usual” Emergencies – Prior Authorization (Procurement)

State Agencies should contact OSP to obtain an Emergency Authorization Number **prior** to making an emergency purchase if it exceeds their Delegated Purchasing Authority (DPA).

Document your file with this number, and reference it when submitting the purchase for approval in LaGov and in ProAct.



“Usual” Emergencies – After Hours

If an emergency procurement need arises after hours or on the weekend/holidays, the agency should proceed with any purchases necessary to mitigate the emergency situation and then contact the Office of State Procurement on the next business day to obtain an authorization number.



“Usual” Emergencies – Prior Authorization (Professional Contracts)

Prior approval is also required on a “Usual” emergency contract for professional services, however, currently an authorization number is not issued.



Annual Report

An annual report of all agency emergency purchases from the previous fiscal year must be reported to the legislature. The report shall list:

- Contractor's name
- The amount and type of each purchase
- A listing of the supplies, services, or major repairs procured
- The identification number of each purchase



Procurement Handbook

Procurement

Handbook

Paula Tregre, Director
Office of State Procurement

Division of Administration
Office of State Procurement
P. O. Box 94095
1201 N. 3rd Street, Ste. 2-160
Baton Rouge, LA 70804-9095

TELEPHONE (225) 342-8010
FAX (225) 342-9756
<http://www.doa.la.gov/pages/osp/index.aspx>

November 11, 2016

Link to Procurement Handbook:

<https://www.doa.la.gov/media/wlflseyg/procurementhandbook.pdf>

Emergency Checklist found on Page 49.



Checklist for Emergency Purchases

- ___ Does an emergency situation exist?
- ___ Does it conform to the definition in La. R.S. 39:1598?
- ___ Does the situation create an immediate, urgent need for the supplies or services?
- ___ What is the dollar value of the purchase? (\$10,000 or more requires prior approval, when time permits)
- ___ Is the purchase within the agency's delegated authority, or less than \$10,000, or was approval obtained from the Office of State Procurement?



Emergency Checklist (Cont.)

- Has the Chief Procurement Officer, the head of the State Agency, or either officer's designee proclaimed the situation to be an emergency?
- Has the Chief Procurement Officer, the head of the State Agency, or either officer's designee approved the purchase to be made outside of normal procurement methods?
- Would normal procurement methods threaten the functioning of government, preservation of property, or health or safety of any person?



Emergency Checklist (Cont.)

- ___ Was written justification explaining the nature of the emergency provided when requesting authorization?
- ___ Was an effort made to obtain quotes?
- ___ Does time permit bidding of any type? (fax, phone, email, short regular bid)
- ___ Has the vendor submitted a quote/bid? Are the terms of the bid acceptable?
- ___ If not already obtained, has the vendor been notified to follow up with a written quote?



Emergency Checklist (Cont.)

- _____ Is the quantity requested limited to only that necessary to meet the emergency?
- _____ What is it that is being requested? (complete, accurate description of the item or service)
- _____ When does delivery need to be made?
- _____ Are installation and/or training required?
- _____ Contact person and phone number at agency?
- _____ Is there a shopping cart or purchase order number?



“Usual” Emergencies –Yes or No?

During a thunderstorm, a tree falls onto a building, creating a hole in the roof. Does this qualify as a “Usual” emergency?

YES

A boiler goes out that supplies hot water to the kitchen and bathroom facilities of a building that houses residents. Does this qualify as a “Usual” emergency?

YES

Total replacement of an HVAC system is needed for a building with 5 employees that is being temporarily cooled by window units. Does this qualify as a “Usual” emergency?

NO





“Usual” Emergencies –Yes or No?

A refrigerator that vaccines are stored in goes out. Does this qualify as a “Usual” emergency?

YES

The person at an agency responsible for sending in a shopping cart to order supplies is out on extended medical leave. Supplies are running low. Does this qualify as a “Usual” emergency?

NO

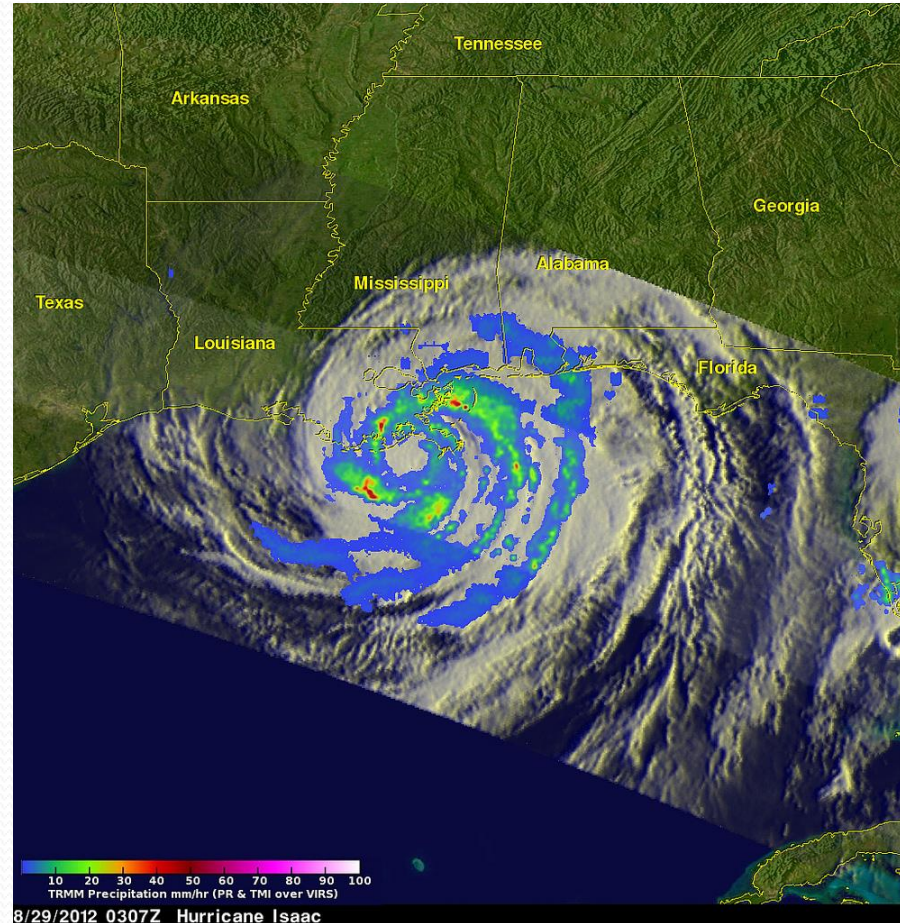
A main water supply line to a patient housing building breaks. Does this qualify as a “Usual” emergency?

YES





Catastrophic Emergencies





Emergency Contingency Contracts

OSP has a number of existing Emergency Contingency Statewide Contracts.

These contracts were established as a result of historical needs or by agency specific requests.



Examples of Emergency Contingency Contracts

- Generators
- Sand
- Sandbags
- Bottled Water
- Ice
- Water Barriers
- Pumps
- MRE's



Emergency Contingency Contracts in eCat

To find them on eCat (Electronic Catalog), link to eCat from OSP's website, or from LaGov. Type "emergency" (without quotation marks) in Contract Description, hit "enter" or "find it" and a list of all emergency contracts will display.

Office of State Purchasing & Travel

Louisiana's Electronic Catalog (LA eCat)

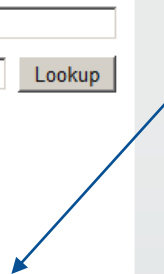
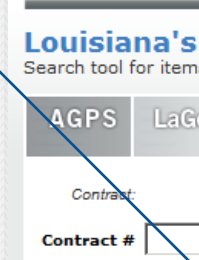
Search tool for items on state contracts for use by state agencies, quasi state agencies and political subdivisions [Help](#)

AGPS LaGov **Not Sure?**

Contract:	Vendor	Item	T-number
Contract # <input type="text"/>	Name <input type="text"/>	Desc <input type="text"/>	Desc <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/>	Class <input type="text"/>	T-number <input type="text"/> Lookup
Line # <input type="text"/>	SE/HI <input type="text" value="Any"/>	Subclass <input type="text"/>	
		Brand <input type="text"/>	
		Model <input type="text"/>	

- Search using singular word forms only. - Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase. - Words separated with OR searches for any of the words.

Search for: Contracts Items [Find It](#) [Clear](#)





Emergency Contract Search

Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract

Vendor

Contract Line Item:

Catalog Items:

Contract #

Name

Line #

MDM Catalog Reference #

Contract Desc.

SEBD VSE

Product Category

Supplier Part #

T-Number Desc

SE/HI DVSE

Material #

Region

T-number

Product Category/Line Item Description

Catalog Item Long Description

Coop?

Emergency

- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
- Words separated with OR searches for any of the words.
- % can be used as a wildcard when searching

Search for: Contracts Contract Line Items Catalog Items

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1 2 3 4 5

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400003919	EMERGENCY NOTIFICATION SERVICE	ONSOLVE INTERMEDIATE HOLDING CO	92587	04/10/2013 - 04/09/2019	No
4400003922	EMERGENCY NOTIFICATION SERVICE	ON TIME TELECOM, INC.	92587	04/10/2013 - 04/09/2019	No
4400005818	DOTD Emergency Transportation Contract	TMS LOGISTICS LLC	DOT11	12/01/2014 - 11/30/2018	No
4400006246	DSNAP Comfort Stations Emergency Contrac	GRANNY'S ALLIANCE HOLDINGS, INC	DCF08	01/01/2014 - 12/31/2018	No
4400006249	DSNAP Comfort Stations Emergency Contrac	OK'S CASCADE COMPANY	DCF08	01/01/2014 - 12/31/2018	No
4400006306	FM RADIO BASED EMERGENCY ALERT GOHSEP	GLOBAL SECURITY SYSTEMS LLC	92768	02/01/2012 - 01/31/2022	No
4400006368	Mgmt, Staff & Oper Svcs Emergency DCFS	GRANNY'S ALLIANCE HOLDINGS, INC	DCF08	06/01/2014 - 05/31/2019	No
4400006371	Mgmt, Staff & Oper Svcs Emergency DCFS	OK'S CASCADE COMPANY	DCF08	06/01/2014 - 05/31/2019	Yes



Emergency Contract Info

Office of State Procurement

Contract Detail

Contract #	4400014558	T-number	92788 - BOTTLED WATER - EMERGENCY
Description	Emergency Bottled Water & Sports Drinks		
LAPS Contract	No	Prime Vendor Name	TRUBLUE WATER LLC
SEBD Vendor	No	SE/HI Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	05/01/2018 - 04/30/2019	Coop Procure	Yes
Delivery Days ARO	1		
P-card Accepted	Yes		
Discounts Apply	No		

Locations

Statewide

Buyer Information

Buyer Code	90000051	Purchasing Agency	Office of State Purchasing
Buyer Name	RICHARD IVERSTINE	Contact Email	RICHARD.IVERSTINE@LA.GOV
Contact Phone	225-342-5474		

Vendor Distributor

Vendor Name	SEBD	SE/HI	VSE	DVSE	Order/General Address
TRUBLUE WATER LLC	NO	NO	NO	NO	7494 S CHOCTAW DR BATON ROUGE , LA 70806 Contact: JASON CHEEK Email: JASON@TRUBLUEWATER.COM Phone: 225-313-1299 FAX:

Contract Items

Line #	Product Category	Material/Part Number	Line Item Description	No. of Catalog Items	UOM	Gross Price
1	50202301		Bottled Water	3		\$0.00
2	50202300		Sports Drinks	5		\$0.00

- [View Contract](#)
- [View Notes](#)
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- [Show Additional Attachments](#)



Emergency Contract Info

Office of State Procurement

Contract Line Detail

Contract #	4400014558	Contract Line Item #	1
Product Category	50202301 - Water	Delivery Days ARO	0
Material Number			
Supplier Text			

Locations

Statewide

Contract Line Description:

Bottled Water

Catalog Items

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1

MDM Catalog Ref. #	Supplier Part #	Catalog Item Long Description	UOM	Gross Price	Discount	Per Qty.
1063303	1508	WATER, BOTTLED - 16.9 OZ. 1 - 9 PALLETS WATER, BOTTLED, IN NON-BREAKABLE, NON-RETURNABLE CONTAINERS, SUITABLE FOR HUMAN USE AND CONSUMPTION, FROM ANY POTABLE SOURCE, WITHOUT ADDITIVES OF ANY TYPE OR KIND. A SHELF LIFE OF A MINIMUM OF TWO (2) YEARS. MUST HAVE THE EXPIRATION/BEST BUY DATE PRINTED ON THE CASE. SEE SPECIAL TERMS AND CONDITIONS FOR ADDITIONAL INFORMATION. CONTAINER SIZE IS 16.9 OZ BOTTLE. PRICE IS PER CASE (CE). CONTAINERS PER CASE: 24 CASES PER PALLET: 84 PALLET DIMENSIONS: 48" x 40 NUMBER OF PALLETS ON 48' TRAILER: 17 NUMBER OF PALLETS ON 53' TRAILER: 19 Brandname: Mountain Brook, Ice River Springs, Niagra Water	Case	\$4.99	0.00%	1
1063304	1509	WATER, BOTTLED - 16.9 OZ. 10 - 21 PALLETS WATER, BOTTLED, IN NON-BREAKABLE, NON-RETURNABLE CONTAINERS, SUITABLE FOR HUMAN USE AND CONSUMPTION, FROM ANY POTABLE SOURCE, WITHOUT ADDITIVES OF ANY TYPE OR KIND. A SHELF LIFE OF A MINIMUM OF TWO (2) YEARS. MUST HAVE THE EXPIRATION/BEST BUY DATE PRINTED ON THE CASE. SEE SPECIAL TERMS AND CONDITIONS FOR ADDITIONAL INFORMATION. CONTAINER SIZE IS 16.9 OZ BOTTLE. PRICE IS PER CASE (CE). CONTAINERS PER CASE: 24 CASES PER PALLET: 84 PALLET DIMENSIONS: 48" x 40 NUMBER OF PALLETS ON 48' TRAILER: 17 NUMBER OF PALLETS ON 53' TRAILER: 19 Brandname: Mountain Brook, Ice River Springs, Niagra Water	Case	\$4.49	0.00%	1
1063305	1510	WATER, BOTTLED - 16.9 OZ. 22 PALLETS WATER, BOTTLED, IN NON-BREAKABLE, NON-RETURNABLE CONTAINERS, SUITABLE FOR HUMAN USE AND CONSUMPTION, FROM ANY POTABLE SOURCE, WITHOUT ADDITIVES OF ANY TYPE OR KIND. A SHELF LIFE OF A MINIMUM OF TWO (2) YEARS. MUST HAVE THE EXPIRATION/BEST BUY DATE PRINTED ON THE CASE. SEE SPECIAL TERMS AND CONDITIONS FOR ADDITIONAL INFORMATION CONTAINER SIZE IS 16.9 OZ BOTTLE. PRICE IS PER CASE (CE). CONTAINERS PER CASE: 24 CASES PER PALLET: 84 PALLET DIMENSIONS: 48" x 40 NUMBER OF PALLETS ON 48' TRAILER: 17 NUMBER OF PALLETS ON 53' TRAILER: 19 Brandname: Mountain Brook, Ice River Springs, Niagra Water	Case	\$3.99	0.00%	1

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Emergency Contract Info

Office of State Procurement

Contract Detail

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Description	Emergency Bottled Water & Sports Drinks		
LAPS Contract	No	Prime Vendor Name	TRUBLUE WATER LLC
SEBD Vendor	No	SE/HI Vendor	No
VSE Vendor	No	DVSE Vendor	No
Effective From-To	05/01/2018 - 04/30/2019	Coop Procure	Yes
Delivery Days ARO	1		
P-card Accepted	Yes		
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Locations

Statewide

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- [View Contract](#)
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Emergency Contract Info

Contract Notes - Contract #4400014558

EMERGENCY STATEWIDE CONTINGENCY CONTRACT - BOTTLED WATER AND SPORTS DRINKS

Contract may only be used in the event of a declared emergency, by the Governor of the State of Louisiana and in accordance with the laws of the State of Louisiana.


Cooperative Purchase: Contract is available to Quasi State Agencies, other Political Subdivisions of the State, or any Agency of the U.S. Government.

This is an Emergency Statewide Contract for the State of Louisiana for Bottled Water and Sports Drinks. This Contract is for a period of one (1) year, 05/01/2018- 04/30/2019, with the option to renew for two (2) additional twelve (12) month periods.

24 Hr. Contact Information:

Jason Cheek - (225) 313-1299  / (225) 281-7675  cell
jason@trubluewater.com

Mitch Kimble (225)-455-3124  / (225) 445-3124  cell
mitchkimble@kimbledevelopment.com

Mike Kimble (225) -445-4328 / (225)-248-6271  cell
mikekimble@kimbledevelopment.com

Amy Cheek (225)-281-8993  / (225)-281-8993  cell
amy@trubluewater.com

Delivery Time: 24-Hours- ARO

The number of Bottle Water cases available within the first twelve (12) to twenty four (24) hours after receipt of any order: 6,384

The number of Bottle Water cases available per day: 6384



Documentation of Contract Usage

When an OSP contract is utilized for an emergency procurement, it is highly recommended to put a copy of the contract in the procurement file for documentation.

This is not an OSP requirement, however, this is extremely important to have when seeking FEMA reimbursement later.



Emergency Prep

Steps to take prior to an emergency

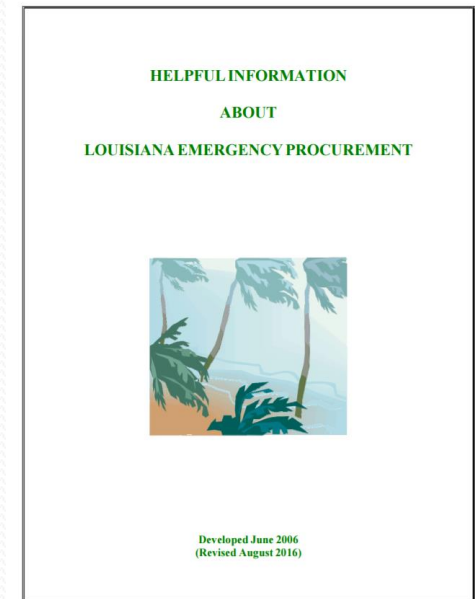
- Pre-buy supplies, medicines, materials, batteries, generators and equipment believed to be essential to sustain your operation
- Have back-up paper documents for use during and after disasters when mainframe systems are unavailable (i.e., Contracts & Purchase Orders)
- Maintain lists of procurement personnel with emergency contact information, and disburse to appropriate personnel



Emergency Procurement Guide

OSP's website has an Emergency Procurement guide available. When there is an anticipated catastrophe such as a hurricane, you may want to print this information *prior* to the occurrence.

Hyperlinks are throughout the document and you may want to link to them and print those also. (In case you lose power)



<https://www.doa.la.gov/media/j4enytfo/emergencyprocurement.pdf>



Emergency Procurement Guide

LOUISIANA EMERGENCY PROCUREMENT

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SUMMARY

Emergency situations are usually not much fun, but the keys to a “successful emergency event” are:

- Preparation prior to the event
- Communication during the event
- Document, document, and document all procurements processed during the event
- Organized, accurate record keeping after the event
- FEMA reimbursement after the event



Office of State Procurement

OSP Main Phone Number:
225-342-8010

Procurement Helpdesk:
DOA-OSPhelpdesk@la.gov

Professional Contracts Help Desk:
DOA-PChelpdesk@la.gov