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August 27, 2004

PROCUREMENT CIRCULAR NO. 2004-05

TO: Executive Department Heads
Chief Procurement Officers *Aaron S. Fujioka*

FROM: Aaron S. Fujioka, Administrator

SUBJECT: Homeland Security – Office for Domestic Preparedness (ODP)
Defense Supply Center Philadelphia (DSCP) Purchase Program

This program provides a diverse listing of available equipment for use by state and county recipients of ODP equipment grant funds. Orders are submitted to the DSCP, who will then place the order to the authorized DSCP Prime Vendors.

Although this opportunity is available for your use, please be aware that these same items may be available from local businesses/vendors. If time permits for a competitive procurement, consider utilizing and supporting the local vendor community. The legislature passed and Governor Lingle signed into law Act 52/2003 with the intent that the requirements apply to all businesses awarded contracts from a governmental jurisdiction.

If you have any questions, please call me at 587-4700 or your staff may call Justin Fo at 586-0577.

Homeland Security FACT SHEET

June 10, 200

Defense Supply Center Philadelphia (DSCP) Emergency Responder Equipment Purchase Program

Background

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP), has entered into an agreement with the Defense Logistics Agency (DLA), Defense Supply Center Philadelphia (DSCP), to allow ODP's state and local grant recipients to take advantage of equipment procurement services that are available through the DSCP Fire and Emergency Prime Vendor Program. State and local recipients of ODP equipment grant funding may utilize DSCP prime vendors and other logistic support programs to expedite equipment purchases using grant funds.

Purpose

The purpose of the ODP/DLA Emergency Responder Equipment Purchase Program is to provide ODP grant recipients with cost and time saving equipment procurement options. Some of the benefits of this program include:

- Shorter procurement lead time
- Electronic on-line ordering
- 24-hour/day customer support
- Diverse commercial product line
- Brand name products
- Contract product addition capability
- Surge capability
- Seven day delivery for routine items
- Emergency delivery (within 24 hours) of routine items

Program Information

The Emergency Responder Equipment Purchase Program provides the opportunity for authorized federal, state, and local emergency response organizations to procure commercially available emergency response equipment through the DSCP Fire and Emergency Prime Vendor Program and other logistic support programs. The equipment offered by DSCP prime vendors includes a wide

array of basic defensive equipment allowable under ODP's State and Local Domestic Preparedness Equipment Grant Programs. Product pricing has been deemed fair and reasonable and has been competed to ensure the customer receives the best value for these products in accordance with Federal Acquisition Regulations (FAR).

Establishing an account is a simple, straightforward process initiated by contacting your regional DSCP representative to confirm your agency's participation in the ODP equipment program and completing a customer profile sheet. DSCP will then assign a Department of Defense Account Activity Code (DoDAAC) and provide order form and information to grantees to allow them to submit requisitions to regional prime vendors. DSCP requisitions cannot be submitted without assigned DoDAAC.

For Prime Vendor details, ODP grant recipients may view DSCP's Prime Vendor Equipment List available for purchase through DSCP's website at www.dscp.dla.mil/gi/general/fire.htm. Before viewing available equipment and pricing, a password and user id must be obtained from DSCP or the Prime Vendor. If equipment does not appear on the DSCP Prime Vendor Equipment List, account holders may request these products be added to list. Equipment will be added after DSCP has reviewed and approved the product(s) for fair and reasonable pricing.

Purchases may be made from the DSCP Prime Vendor Equipment List as long as the requested equipment is authorized for purchase in accordance with the ODP Domestic Preparedness Equipment Support Program (see ODP's authorized equipment list or contact your ODP Program Manager for further guidance).

When ordering through DSCP Prime Vendors, ODP grantees may only

use funds awarded by ODP; state and local funds may not be used. When ordering through DSCP Prime Vendors, purchase orders MUST identify DSCP as the vendor. Purchase Orders must not be written directly to the Prime Vendor. Once orders are placed with a Prime Vendor, the vendor will notify DSCP, and DSCP will submit a bill to the agency or jurisdiction submitting the requisition. Normal delivery time for routine, in stock items, is five to seven days. Delivery of non-routine items depends on the particular equipment and manufacturer.

To establish an account with DSCP or inquire about the program, please contact the appropriate DSCP regional representative listed at the bottom of this fact sheet. For other questions concerning this program or ODP equipment grants, please contact the ODP Helpline at 1-800-368-6498 to speak with your ODP Program Manager.

DSCP State Assignments by Region

Eastern Region: Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, US Virgin Islands and Puerto Rico.

Central Region: Arkansas, Alabama, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas and Wisconsin.

Western Region: Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Northern Mariana Islands, Nevada, New Mexico, Oregon, Utah, Washington and Wisconsin.

Who to Contact

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