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PROCUREMENT CIRCULAR NO. 2019-01, AMENDMENT 2

TO: Office of the Governor, Chief of Staff
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Chief Procurement Officer Jurisdictions

FROM: Sarah Allen, Administrator 

SUBJECT: General Services Administration (GSA) Schedule 84 Contracts for Security, Fire & Law Enforcement

All government buyers may use the GSA Schedule 84, Security, Fire & Law Enforcement, for any special Item Numbers (SIN) that may be used to combat the spread of COVID-19 and to take preemptive and protective action in order to provide for the health, safety, and welfare of the people of Hawaii.

To achieve these results, the previously limited list of SINS will be suspended throughout the emergency period as declared by Governor Ige on March 4, 2020.

Even with this emergency proclamation, the State Procurement Office (SPO) advises each department to exercise pre-planning in deciding which procurements may be submitted for FEMA reimbursement.

The Federal government requires each state to conduct procurement according to their respective state's procurement code and will not reimburse if the department deviates from the code. As a note, the Federal government does not recognize "exemptions".

For FEMA reimbursements, consider the following:

- Contact HI-EMA and SPO to review the solicitation before it goes out to ensure it includes all mandatory requirements.
- Be aware of evaluation and post-award requirements, and documents required for the contract file.
- Use the SPO site as a resource to learn about FEMA Reimbursement and GSA programs to prepare for emergencies. <http://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/>.

- Counties may have additional procurement restrictions so it is advisable to use the SPO site, along with <https://www.acquisition.gov/search/advanced/2CFR%20200>, to learn and understand 2CFR200 and FEMA supplementals.

GSA ADVANTAGE!®

GSA Advantage! is GSA's e-commerce website, which lists GSA contract holder products and services. State, Local and Federal Government customers can use GSA Advantage! to research product information and make on-line purchases (if authorized). GSA Advantage! is also a valuable market research tool.

Entities are encouraged, but not required, to use GSA's Schedule Ordering Procedures to ensure competition and to receive the best value from GSA Schedule contractors.

Step 1: Register on GSA Advantage, as a state government customer, for access to GSA eBUY, the online RFQ tool: https://www.gsaadvantage.gov/advantage/main/start_page.do

NOTE: The use of GSA Advantage by State and Local Governments is restricted to only those domains (URLs) approved by GSA and approved by the jurisdiction's CPO or designee.

Step 2: Follow the eBUY template, which will guide you through the issuing an RFI or RFQ and help you submit it to vendors.

Step 3: Issue RFQ and award through eBUY.

Step 4: Award must be posted on the Hawaii Awards Notices Data System (HANDS) or the jurisdiction's appropriate awards posting site.

Step 4: After award, deal directly with vendor and follow the jurisdiction's procedures for payment to the vendor.

Note: Federal Emergency Management Agency (FEMA) may not reimburse eligible expenses if procurements do not comply with Chapter 103D and other federal requirements listed under 2 C.F.R. § 200.317 – 326. Therefore, to the extent possible, Chapter 103D should be followed.

Your staff may contact Bonnie Kahakui at 587-4702, or e-mail bonnie.a.kahakui@hawaii.gov for any questions, or you may contact me at 587-4700.