

MESSAGE FROM THE STATE PROCUREMENT OFFICE - 17 March 2020

GUIDANCE ON FEMA PROCUREMENTS

FEMA procurement requirements are different if you are a State department versus if you are a County or Non-Profit.

First! Go to SPO Site: <http://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/fema-reimbursement/>

From the table on the Site:

1. Open the Table [#1 SPO PowerPoint](#) for a quick, high-level understanding of what is required.
2. Open Table [#5 Procurement Checklist](#). Fill out an attach this to every FEMA procurement package that you do.
3. State
Recommend aligning with DOH Procurement thresholds:
 <\$50K for Purchase Orders
 \$50K> for Contracts
 - Either way, you need to attach the Table [#3 State Special Provisions](#) to both. Make sure to check the applicable terms and conditions.
 - You should solicit 3 bids if you can. If it is an emergency, follow guidance on [#12 EE Circumstances](#). SPO is currently developing a template for this also – will update site.

Also, at the min, include the following into your procurement file:

- [# 7 Exclusion Print Screen](#) – Feds don't want you awarding to federally debarred businesses. Put it in the file.
- [#8 MFR Price](#) – Feds hate price gouging. They want to make sure your price is fair and reasonable within the current economic market.
- #9 MFR for Award (Excel) – This will show auditors a summary of how you procured, also as a cover MFR for the EE determination and finding memo you'll need for #12 EE.
- Note: Leave out local preferences.

Lastly, POST-Award Contract Management. FEMA wants to see proper oversight. Refer to [#4 FEMA PDAT site](#) for guidance. Fill out and keep a #11 Contract Log (Excel).

4. Counties

In addition to the above requirements for State, counties have to show they solicited to small business both inside and outside Hawaii. (#10 MFR - Small Business - Excel), be careful on contract type, and look to the guidance for post-award contract oversight expectation!

For Help! SPO FEMA Package Reviews: Submit through [HANDS](#) – Include COVID19 in the Title Start. Eg. COVID19- FEMA Review, and submit it as an emergency procurement; Procurement Officer signature acceptable – 48-72 hour turn-around.