

STATE PROCUREMENT OFFICE
GUIDANCE ON FEMA PROCUREMENTS

April 7, 2026

Additional Information for FEMA procurement requirement can be found at:

[Contracting with Federal Funds for Goods and Services Before, During and After Disasters](#)

The SPO provides guidance on its [website](http://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/fema-reimbursement/) at <http://spo.hawaii.gov/for-state-county-personnel/disaster-preparedness-procurement/fema-reimbursement/>

Instructions:

1. Open [FEMA Contract Checklist](#). Complete and attach this to every FEMA procurement package.
2. FEMA wants to see proper oversight. Complete and keep a [Contract Log](#) for every FEMA procurement package.
3. State and County Entities:
 - a. Ensure there is a PR for your requirement.
 - b. Conduct Market Research and include any guidance from federal or global agencies, if applicable.
 - c. Determine solicitation process (Small Purchase, IFB, RFP)
 - Attach [State Special Provisions](#) to solicitations. Make sure to check the applicable terms and conditions.
 - If possible, solicit three (3) quotes/bids/proposals. If it is an emergency, follow guidance on [Fact Sheet- Procurement During Exigency/Emergency](#) Circumstances. If applicable, complete [MFR FEMA Exigency](#).
 - d. Include [Exclusion Screenshot](#) from Sam.gov – Contractors that have federal exclusions are ineligible for FEMA-funded contracts. Checking this list at SAM.gov is a mandatory requirement.
 - e. Complete [MFR Price Reasonableness for FEMA Reimbursement](#) – FEMA wants to make sure your price is fair and reasonable *within the current economic market* and that there is no price gouging
 - f. Complete [MFR for FEMA Reimbursement Award](#).
 - g. In addition to the above requirements, you must demonstrate that small businesses were solicited to, both inside and outside Hawaii. [Complete MFR Small Business](#).

For SPO assistance with review of FEMA Packages:

Submit through [HANDS](#). Include Emergency in the title (e.g. Kona Low - FEMA Review) and submit it as an emergency procurement; Procurement Officer signature acceptable. This is a 48- to 72-hour turn-around.