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Disaster Recovery Government Contracting Guide





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Introduction

The University of Houston APEX Accelerator (UH APEX) has developed this guide to provide you information on doing business with federal, state, and local government during disaster and emergency situations ("contingencies").

<u>The best time to prepare to compete for contract opportunities during a disaster or emergency is before the event occurs</u>. If you are not fully prepared before, it decreases your readiness and can put you behind when quick requirements are getting filled early in the contingency.

During a contingency, many federal, state, and local government agencies have plans they execute. Local and state governments procure a large majority of contract opportunities during and directly after a disaster. Understanding how each agency does business is imperative.

One of the resources available during a contingency is existing prepositioned contracts. They are referred to as Indefinite Delivery Vehicle (IDV) or Indefinite-Delivery Indefinite-Quantity (IDIQ) contracts in the federal government and may be called Strategic Sourcing contracts by the state and local government agencies.

There are contracts to provide a wide variety of goods and services during a disaster or emergency. They include debris removal and cleanup, repair services, and other immediateneed goods and services. Agencies using contract vehicles are, in many cases, not required to publicly advertise opportunities for open bidding. Contract holders (awardees) of these IDIQ or Strategic Sourcing contracts are asked to provide bids for these opportunities.

When government agencies <u>do not</u> have a contract in place to fulfill requirements or there are other justifiable reasons supporting a public announcement for competition or limited competition (such as federal government set asides), you will need to understand where government advertises these opportunities and how to respond to the notices.

For example, if you are looking for federal government public notices to bid on, then you must understand how to locate the opportunities using Contract Opportunities on www.sam.gov. Local government contract opportunities may be executed by multiple local government agencies (city, counties, municipalities, school districts, etc.) State government may also have opportunities.

Understanding the procurement landscape and preparing before and directly after a disaster happens can improve your chances of providing contingency assistance. If you are not prepared before the disaster, you may miss the initial opportunities that need to be awarded quickly.

By taking the following fundamental steps, you can improve your readiness to compete for contingency contracts:

- Have your vendor registrations completed with all your applicable Industry codes.
 Industry codes are:
 - North American Industry Classification Systems (NAICS) codes. Used by the federal government and some local governments to classify vendor's products and services.

North American Industry Classification System (NAICS) U.S. Census Bureau

 Product and Service Codes (PSC). The Product and Service Codes describe products and services purchased by the federal government:

https://www.acquisition.gov/psc-manual

 National Institute of Government Purchasing (NIGP) codes. NIGP codes are used by the State of Texas, Harris County, the City of Houston, as well as other local government agencies to classify vendor's products and services.

https://comptroller.texas.gov/purchasing/nigp/

Note: If you do not have all your applicable codes entered, you may miss opportunities.

- Make sure you are listed in each agency's Vendor Disaster Response List or Registry (if applicable).
- Understand each agency's contract vehicle(s) to include what goods and services are covered, whether you can compete for an opportunity as a prime contractor (when the opportunity is re-competed), or as a subcontractor to the prime.
- Have a government marketing strategy. Once you understand how government
 agencies contract for goods and services during a contingency, you need to develop a
 plan for marketing your business to them and prime contractors for opportunities.
 Name recognition can help you win business. Buyers are often working on short-notice
 emergency requirements and may not be required to competitively bid on the
 requirement or have limited competition. In these situations, your effort to market to
 the government agency may improve your chances of winning a contract.

This guide is intended to inform you about the federal, state, and local government agencies that are key players during a disaster or emergency.

Federal Government

Federal Emergency Management Agency (FEMA):

FEMA is the lead agency responsible for federal government disaster response and recovery. At their Doing Business with FEMA website https://www.fema.gov/business-industry/doing-business, you will find information on how FEMA awards contracts during a contingency. It includes a list of top commodities purchased during a disaster. The list is not all inclusive, but represents the common items purchased.

Infant/Toddler Products	Water	Leased Copiers
Durable Medical Equipment	Meals	Leased Generators
Kits	Forklift Rentals	Office Supplies
Consumable Medical Supplies Kits	Cargo Vans	Shredded Bins
Plastic Sheeting	Security Guard Services	Portable Toilets
Tarps	Generators	Sign Language
Blankets	Cots	Temporary Labor
Comfort/ Hygiene Kits	Joint Field Office Kit	Janitorial Services

The "Doing Business with FEMA" webpage also provides information on FEMA's Vendor Profile Form (VPF). The form is found here <u>Industry Liaison Program Vendor Profile | FEMA.gov</u>. It is used to assist in market research and is <u>voluntary</u>. Submission of the vendor profile form does <u>not</u>:

- Place you on a preferred list of vendors to be considered for procurements FEMA does not maintain such a list.
- Guarantee a contract award. Instead continue to monitor contracting opportunity sites.
- Guarantee a meeting with FEMA Representatives.

FEMA Advance Contracts of Goods and Services

Another important source of information on the "Doing Business with FEMA" webpage is the link to the Advance Contracts of Goods and Services search tool: <u>Advance Contracts of Goods and Services | FEMA.gov</u>. This page provides a searchable tool that vendors can use to identify awarded contracts and the contracted prime vendors for goods and services.

Using this tool may provide opportunities for vendors to locate prime contractors for potential subcontracting opportunities based on their respective product and service areas. The

contract award coverage period is also listed in the "Description" column of the search table.

New FEMA Advance Contracts bid opportunities for selected goods and services are posted in SAM.gov-Contract Opportunities https://sam.gov/contracting. Interested vendors are recommended to have saved searches in SAM.gov-Contract Opportunities so they are notified of posted FEMA opportunities that match their company's capabilities.

Note: UH APEX Advisors can assist registered, active clients with SAM.gov contract opportunities searches. In addition, the UH APEX website Training tab lists no-cost training for anyone to register and attend, including using SAM.gov which covers setting up and saving searches: https://www.uhapex.uh.edu/apex/Training.asp

FEMA Transportation Service Providers

The **FEMA Tender of Service Program (FEMA STOS Program)** is the primary way that FEMA obtains transportation services from pre-approved private sector **Transportation Service Providers (TSPs)**. FEMA invites TSPs to register with the Program during open onboarding periods to become a FEMA-approved TSP. <u>Provide Transportation Services | FEMA.gov</u>

The FEMA STOS Program website provides information regarding the onboarding period for vendors to this program.

FEMA Small Business Program

Finally, also found on the Doing Business with FEMA website is a link to FEMA's Small Business Program. FEMA's Small Business Program makes every effort to ensure that small businesses have the maximum practicable opportunity to participate in federal procurements. On the FEMA Small Business website at https://www.fema.gov/business-industry/doing-business/small-business, you will find a list of resources for small business (SB) owners, specifically:

- Department of Homeland Security (DHS) Category Management and Strategic Sourcing Contract Vehicles.
 - This provides you with information on the department-wide contract vehicles in place that DHS and FEMA have access to for contingency (disaster) situations. The contracts are grouped by category and present an opportunity to market to primes for subcontracting opportunities.
- DHS Office of Small and Disadvantaged Business Utilization (OSDBU)
 - Sponsored by the Office of Small and Disadvantaged Business Utilization, Vendor Outreach Sessions (VOS's) are a series of pre-arranged 15-minute appointments with Small Business Specialists from DHS components, plus several prime contractors who currently have contracts with DHS.

- These sessions provide small businesses an opportunity to discuss their capabilities and to learn more about doing business with DHS and market their company to primes for subcontracting opportunities.
- DHS Acquisition Planning Forecast System.
 - The DHS purchases a wide variety of goods and services and provides a forecast of upcoming opportunities. The forecast system allows you to search by filter criteria (e.g., NAICS code) the future procurement opportunities that may result in a solicitation issued.

FEMA "On the Ground" During a Contingency

FEMA's goal when responding to a disaster is to contract with local businesses in the affected area, whenever practical and feasible. When a contingency occurs, FEMA may deploy a contingency team of first responders to or near the area to conduct local procurement, as required by the Stafford Act (https://www.fema.gov/pdf/emergency/nrf/nrf-stafford.pdf).

Deployed teams have a variety of resources available to use for locating businesses in the local area. They include lists generated from the Disaster Response Registry, SBA Small Business Search (SBS), and those provided by local-area governments and resources, such as those provided by a local government procurement office or APEX Accelerator.

It is important you complete the fundamental actions recommended in this guide to prepare yourself to compete for contingency opportunities. Additionally, it is particularly important that your SBA SBS profile is complete and accurately reflects what you sell. FEMA Buyers use this system to generate reports on small businesses in various industries and small business size statuses.

FEMA and the U.S. Army Corp of Engineers rely first on the Disaster Response Registry (<u>Disaster Response Registry | Acquisition.GOV</u>) and SBA SBS as primary resources for locating vendors.

The steps to sell your products or services to FEMA are:

1. Complete Entity Registration in the System for Award Management (SAM) (www.sam.gov). *Note: there is no cost to register as a vendor in SAM.

Make sure all your NAICS and PSC codes for the services or products you want to sell are in your Entity Registration and other registrations where required. Industry and commodity Codes are one of the primary methods used by government officials to identify potential vendors. If you do not enter all your codes, you may miss opportunities.

During the Entity Registration process, select the Disaster Response Information section in SAM indicating you want to be included in the Disaster Response Registry.

What Is The Disaster Response Registry?

When national emergencies or disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly. To expedite this process, the System for Award Management (SAM) contains a Disaster Response Registry in accordance with FAR <u>Subpart 4.11</u> and FAR <u>Subpart 26.2</u> listing those contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief supplies and/or services.

How Do I Add My Company to The Disaster Response Registry?

Your entity must be fully registered in SAM, to be included in the Disaster Response Registry. During the registration process, you must indicate you want to participate in the Disaster Response Registry and provide the required information on the Disaster Response Information page within the Assertions module. Once your registration is active, you will be added to the Disaster Response Registry and Contracting Officers will be able to locate your company through the Disaster Response Registry Search.



- Visit https://www.acquisition.gov/disaster-response-registry to learn more about the Disaster Response Registry.
- 2. Complete the FEMA Vendor Profile Form <u>Industry Liaison Program Vendor Profile</u> <u>FEMA.gov</u>.

- 3. Look for contracting opportunities at the following websites:
 - Contract Opportunities (<u>www.sam.gov</u>) (Contract Opportunities exceeding \$25,000).
 - DHS Acquisition Planning Forecast System (APFS). Visit https://apfs-cloud.dhs.gov/
 to search the DHS APFS for potential future contract actions exceeding \$250,000.

4. When a contingency occurs:

- Research to locate any deployed teams in the area that are conducting local purchases. Purchases made by deployed teams are mostly simplified acquisition. Purchases using methods, such as, Request for Quotes and Government Purchase Card holders.
- Be ready to respond quickly to solicitations, begin performance timely, and complete the contract in accordance with the required terms and conditions.

FEMA Streamlined Acquisition Commodity Buys:

FEMA also uses Unison to advertise procurement opportunities during a contingency. Unison is a fully managed online marketplace some federal government agencies use to manage their procurement. Visit https://www.unisonglobal.com/product-suites/acquisition/marketplace/ and select the "Marketplace Seller" link to learn more.

FedConnect.net FedConnect - Gateway to Government Opportunities

We also recommend you visit the FedConnect website (<u>www.fedconnect.net</u>). FedConnect is a fully managed online marketplace some federal government agencies use to manage their procurement opportunities including the Department of Homeland Security. Visit their website to learn more.

FEMA Corporate Emergency Lodging Assistance (ELA) for Disaster Survivors (<u>Hotel Use Only</u>):

The ELA program provides lodging reimbursement for pre-qualified individuals from designated disaster areas. FEMA created the ELA program to provide temporary shelter because of a federal disaster declaration. Hotels / lodging providers wishing to participate in the ELA Program can enroll via the Program website https://ela.corplodging.com/login.php.

To learn more about the program visit (https://ela.corplodging.com/). Properties are not required to have an existing contract with Corporate Lodging Consultants (CLC) for business travel to participate.

FEMA Donations or Volunteering:

Visit the following website for information on donating and volunteering during

disasters: https://www.fema.gov/volunteer-donate-responsibly

U.S. Army Corps of Engineers (USACE)

If you are looking to for prime disaster related contract opportunities with the U.S. Army Corps of Engineers, you need to complete your Entity Registration at www.sam.gov and add your company to the Disaster Response Registry. The USACE establishes their disaster-response list based on the Disaster Response Registry. After your entity is registered, monitor Contract Opportunities at www.sam.gov.

If you are looking for a list of USACE prime contractors for subcontracting opportunities, visit <u>USACE Contractor Database</u>. At this website, in the middle of the home page are two boxes titled "Small Business Information" and "Coordinating Federal Assistance in Support of the National Response Framework". Both contain links to information for prime and subcontractors who want to do business with the USACE, i.e., a list of prime contractors holding contracts with the USACE for disaster assistance and a list of the most common items purchased by the USACE during a contingency.

Many of the contractors listed have a link for subcontractor registration. Those companies that do not have a subcontractor registration link included, you can contact them directly to discuss subcontracting opportunities and any registration requirements they may have.

Visit the USACE website below to learn more about doing business with the Corp in disaster situations: http://www.usace.army.mil/Missions/Emergency-Operations/Contracting-in-Disasters/

In addition, it is highly recommended to register and include your company's profile in the USACE Capabilities form: <u>Business With Us -- Headquarters U.S. Army Corps of Engineers</u>

Small Business Administration (SBA):

The SBA provides disaster assistance guidance and information on recovery funding at this website address: https://www.sba.gov/funding-programs/disaster-assistance. Some of the information found on the website includes:

- How to apply for an SBA Disaster Loan
- Types of Disaster Loans
- How to use an SBA Disaster Loan

Note: APEX Accelerators do not provide funding assistance, including advising services related to SBA Disaster Loans. For no-cost funding and SBA loan assistance, contact the Texas Gulf Coast Network Small Business Development Center (SBDC): https://www.sbdc.uh.edu/sbdc/default.asp

State of Texas

Texas Division of Emergency Management:

The Texas Division of Emergency Management (TDEM) is the State Agency responsible for coordinating damage surveys with local and federal agencies, preparing disaster declaration requests for the Governor's signature, and deploying staff to the affected area to coordinate the overall recovery process.

TDEM, along with other Texas state agencies, issue notices of procurement opportunities through the Electronic State Business Daily (ESBD) (http://www.txsmartbuy.com/esbd) for opportunities exceeding \$25,000.

We recommend periodic monitoring of the ESBD daily for procurement notices. Note: When searching the Texas ESBD site, be sure to change the STATUS box (top right in the search criteria selections) to "POSTED" to only view current bid postings. Basic ESBD searches can be performed using either a Keyword or a NIGP (National Institute of Government Purchasing) code (one NIGP code per search selection). Following is the recommended link to research NIGP codes: https://commbook.app.cpa.state.tx.us/

Emergency Contingency Contracts

The State of Texas also issues solicitations for emergency contingency purposes, under the provisions of Texas Government Code 418.043(2) to support the Texas Division of Emergency Management (TDEM) Hurricane Preparedness Program or any other situation that requires mass emergency evacuation of Texas citizens.

Applicable purchase descriptions and NIGP Class Codes for Texas contingency procurements are as follows:

Description	NIGP Class
Transportation Management Services, Contingency	958; 961
Fuel Distribution Services, Contingency	962
Truck Hauling Services and Trailer Storage Rental, Contingency	962; 975
Emergency Ground Support Equipment Rental, Contingency	910; 975; 981; 990

Texas State Agencies also will use the Centralized Master Bidders List (CMBL) https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do to locate registered contractors to invite them to bid on opportunities by National Institute of Governmental Purchasing (NIGP) Commodity / Services Codes and Highway Districts.

If you are not registered with the state of Texas CMBL, visit: https://comptroller.texas.gov/purchasing/vendor/cmbl/

Be sure to enter all your applicable NIGP codes and indicate the highway districts where you can provide your products and services. The NIGP codes entered, and highway districts selected are the prime criteria used to send notices of opportunities to contractors.

Local Government

There are many local government agencies, all independent of each other that may require goods and services during a contingency. Each agency has procurement policies and procedures they follow for conducting business with contractors. Each will require you to register with them and enter all your applicable industry codes.

At the UH APEX website (www.uhAPEX.uh.edu), from the Home page, scroll down to select a downloadable list of government procurement website addresses for many local government agencies titled "List of Procurement Websites". If you want to know if specific local government agencies have disaster opportunities, we recommend contacting each local agency directly to determine specific needs and to discuss the goods or services which your company provides. If interested in doing business with any of the local government agencies, we recommend registering your business directly with each local government agency.

Two of the largest local government agencies are the Harris County Purchasing Department and the city of Houston Strategic Purchasing Division (SPD).

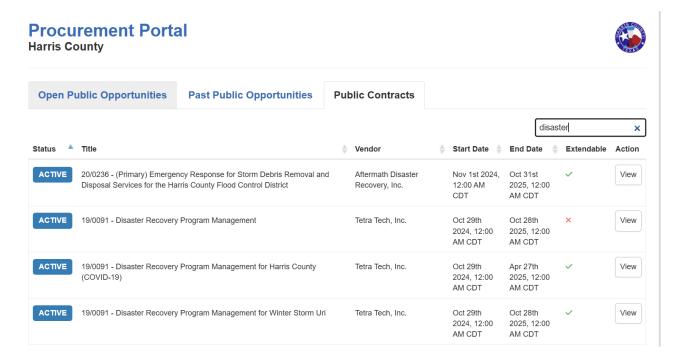
Harris County:

To do business with Harris County as a prime contractor, you must be a registered vendor. Harris County uses the Bonfire Portal to manage contractor registrations and post procurement opportunities.

Visit https://harriscountytx.bonfirehub.com/portal/?tab=openOpportunities to register your business with the Harris County Purchasing Department. As requirements are solicited, procurement opportunities will be posted on Bonfire. Be sure to enter all your applicable NIGP codes.

If you have questions about the Bonfire vendor registration process, visit https://vendorsupport.gobonfire.com/hc/en-us/categories/6796320852247 for additional information. *Note:* The Bonfire portal has two versions – Standard and Premium. There is a cost to register for the Premium version. There is no cost to register for the Standard Bonfire vendor registration (Recommended).

The Harris County Purchasing Department has existing contracts in place to provide these goods and services. To search existing emergency / disaster recovery contracted awarded vendors, from the Harris County Bonfire solicitations page, select the tab "Public Contracts", then use the keyword search terms "emergency"; "disaster"; or "recovery"; etc. for results. You may contact awarded vendors to learn about potential subcontracting opportunities:



City of Houston:

The City of Houston requires all prime contractors be registered to be eligible for contract opportunities. Visit the City of Houston Strategic Procurement Division (SPD) website at https://www.houstontx.gov/bizwithhou/SupplierPortal.html to register your business and enter your NIGP codes. As procurement opportunities become available, SPD will post them on their website. Registered contractors with NIGP codes matching procurement notices should be notified of the opportunity.

Volunteer Opportunities

If you are interested in volunteering visit the below website to learn more:

http://volunteerhouston.org/

American Red Cross

If you interested in providing your products and / or services to the American Red Cross visit http://www.redcross.org/contact-us/becoming-a-supplier-or-vendor to register to become a supplier.

Small Dollar Procurement Opportunities

Federal, state, and local government agencies have dollar thresholds in which they are required to publicly issue a procurement notice. In Federal and Texas State Government the dollar threshold is greater than \$25,000. In local government it varies from agency to agency.

We are often asked how to locate the opportunities agencies are not required to publicly issue a notice. If an agency is not required to issue a notice, we recommend you do the following:

- 1. View the agency's procurement website to determine if they are posted on the website.
- 2. Contact the agency's procurement office directly to inquire about the opportunities and if published where they can be found.
- 3. Contact the agency's Small Business Office.

Each agency has different policies and procedures for how they procure low-dollar items. It is necessary to contact each agency to inquire about how they procure goods and services below their public-advertising threshold.

<u>Important Note:</u> There are numerous for-profit companies that may contact you to offer you their fee-based services for doing business with government agencies. Some of these companies use approaches that make them appear to be official government agencies and if you do not act and reply to you may miss government opportunities.

In some cases, they try to lead you to think that a registration is expiring or incomplete, which may impact your ability to do business with government. Their objective is to get you to contact them so they can promote their services to you for a cost. Many of the same services they offer are provided by the UH APEX Accelerator at no cost to you. If you are contacted by a company offering government-assistance services for a fee, please feel free to contact us 713-752-8477 and we will explain our program eligibility and the services we provide.

Additional Information and Resources

UH APEX Accelerator Services

The University of Houston APEX Accelerator (UH APEX) is part of a Nationwide Program to educate & guide individuals in selling to Federal, State, & Local Governments.

If you meet our program eligibility and require assistance with government registrations (SAM, CMBL, Bonfire, etc.) or understand how to submit a compliant offer in response to a government solicitation, please submit an online application at: https://www.uhapex.uh.edu/APEX/default.asp.

If your business is outside the UH APEX 28 county service area surrounding metropolitan Houston, use the following link to find your APEX Accelerator: https://www.napex.us/locations/

Federal Agencies

U.S. Army Corp of Engineers - Galveston District - Emergency Management

The Corps of Engineers provides emergency assistance for flood response and post flood response activities to save lives and protect improved property (public facilities and services) during or following a flood or coastal storm. Assistance to individual homeowners and businesses is not permitted.

https://www.swg.usace.army.mil/Missions/Emergency-Management-Office/

Department of Homeland Security (DHS)

The list below provides information on large business Prime Contractors who are interested in subcontracting with small, small, and disadvantaged, women-owned small, HUBZone-certified, 8(a), veteran-owned small, and service-disabled veteran-owned small businesses.

Prime Contractors | Homeland Security

National Hurricane Center (NHC)

The NHC mission is to save lives, mitigate property loss, and improve economic efficiency by issuing the best watches, warnings, forecasts, and analyses of hazardous tropical weather and by increasing understanding of these hazards.

https://www.nhc.noaa.gov/

State of Texas

State of Texas General Land Office (GLO) – Disaster Recovery

The Texas General Land Office is administering more than \$14.3 billion in disaster recovery and mitigation funding in response to eight different disasters. The GLO's historic efforts are helping rebuild homes, communities, and lives.

https://www.glo.texas.gov/disaster-recovery

Texas Division of Emergency Management (TDEM)

The Texas Division of Emergency Management (TDEM) coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters and implement plans and programs to help prevent or lessen the impact of emergencies and disasters. https://tdem.texas.gov/

Local Government

Houston TranStar – Hurricane Information and Links

Houston TranStar is a unique partnership of representatives from the City of Houston, Harris County, METRO and TxDOT who share resources and exchange information under one roof to keep motorists informed, roadways clear and lives safe in the fourth most populated city in the United States.

https://traffic.houstontranstar.org/weather/hurricane_season.aspx

Harris County Flood Control District (HCFCD)

The HCFCD works year-round to provide flood damage reduction projects that work, with appropriate regard for community and natural values. The HCFCD accomplishes its mission by devising flood damage reduction plans, implementing the plans, and maintaining the infrastructure. https://www.hcfcd.org/Resources

City of Houston Emergency Management (OEM)

The City of Houston Office of Emergency Management (OEM) is the chief coordinating agency for disaster response in Houston. OEM provides emergency response coordination and communication assistance to City agencies, and serves as liaison to regional, state, and federal agencies during times of emergency. In addition, OEM engages with the local community to promote emergency preparedness through a variety of initiatives. https://houstonoem.org/

Fort Bend Emergency Management

The Fort Bend County Office of Homeland Security & Emergency Management, coordinating with local, County, State, and Federal shareholders, will prepare to respond to and recover

from all natural and man-made emergencies.

https://www.fortbendcountytx.gov/government/departments/homeland-security-emergency-management

Galveston County Office of Emergency Management (GCOEM)

GCOEM works closely with, and in support of all its emergency management partners in the county, region, and state. <u>Galveston County, TX | Home Emergency Management</u>

Houston-Galveston Area Council (H-GAC)

The Houston-Galveston Area Council (H-GAC) is a regional organization through which local governments consider issues and cooperate in solving area-wide problems. Through H-GAC, local governments also initiate efforts in anticipating and preventing problems, saving public funds. https://www.h-gac.com/procurement

Disaster Related Industry Codes

NAICS Codes: https://www.census.gov/naics/

- 561990 Other Support Services
- 624230 Emergency and Other Relief Services
- 488999 All Other Support Activities for Transportation
- 621910 Ambulance Services
- 561210 Facilities Support Services
- 561730 Landscaping Services (Debris Removal)

NIGP Codes: https://commbook.app.cpa.state.tx.us/

- 958-96 Waste Management Services
- 990-36 Emergency Facility Support Management
- 990-79 Sanitizing and Disinfecting Services, Security, Fire, Safety and Emergency
- 990-30 Disaster Relief Services
- 990-29 Disaster Preparedness and Emergency Planning Services
- 990-60 Disaster Site Clean-up and Recovery Services

