



PROCUREMENT TECHNICAL ASSISTANCE CENTER  
UNIVERSITY OF HOUSTON | BAUER

## University of Houston Procurement Technical Assistance Center Disaster Recovery Assistance Information

### **Introduction**

We have developed this guide to provide you information on doing business with federal, state, and local government during disaster and emergency situations (contingencies).

The best time to prepare to compete for contract opportunities during a disaster or emergency is before the event occurs. 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.

What generally happens when a contingency takes place? Here's an overview of how requirements may get filled through contracts. During a contingency, many state and local government agencies have plans they execute. Local and state government execute a high proportion of contract opportunities during a disaster. Understanding how each agency does business is imperative.

One of the resources available during a contingency is existing 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.

They 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 immediate-need goods and services. Agencies using the 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-buying agencies do not 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 <https://beta.sam.gov/>. Local government contract opportunities may be executed by multiple local government agencies (city and parishes). State government may also have opportunities.

Understanding the procurement landscape and preparing before a disaster happens can improve your chances for providing immediate assistance. If you are not prepared before the disaster, you may miss out on the initial opportunities that need to get awarded quickly.

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

- Have your vendor registrations completed with all your industry codes entered. Industry codes are:
  - North American Industry Classification Systems (NAICS) codes. Used by federal government and some local government.  
<https://www.census.gov/eos/www/naics/>
  - Product and Service Codes (PSC). Used by the federal government  
<https://www.acquisition.gov/psc-manual>
  - National Institute of Government Purchasings (NIGP) codes. May be used by the state and many local government agencies.  
<https://comptroller.texas.gov/purchasing/nigp/>
  - United Nations Standard Products and Services Code (UNSPS).  
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/commoditySearch.cfm>  
(search by keyword)  
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/commodityTree.cfm>  
(A product tree that provides a hierarchical listing of UNSPSC Products by Segment ID)
- Industry codes is how a government agency knows what you want to sell them. It is important that all of your codes are included in your registrations.
- 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, now.
- 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 requirements and may not have to compete the requirement or have limited competition (set asides). In these situations, your effort to market to the government agency may improve your chances of winning a contract.

These are the steps we recommend you take to prepare yourself for contract opportunities with federal, state, and local government agencies.

If you have any questions, contact your UH PTAC Advisor.

## **Federal Government**

### **Federal Emergency Management Agency (FEMA):**

FEMA is the lead agency responsible for federal government disaster response and recovery. Through their Industry Liaison Program (ILP), FEMA establishes relationships with suppliers and stakeholders to serve as an information provider for suppliers seeking to do business with FEMA. They also connect suppliers with the program offices in support of FEMA's mission.

Visit the Doing Business with FEMA at the website below to learn how to do business with FEMA

<https://www.fema.gov/business-industry/doing-business>

Steps you will need to take to sell to FEMA:

1. Register with the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)).

Complete the Disaster Response Information section in SAM indicating you want to be included in the Disaster Response Registry. **The Disaster Response Registry is used by FEMA and The U.S. Army Corp of Engineers to establish their list of contractors who want to provide disaster-response assistance through federal government contracts. It is important you select this option in SAM.**

Visit <https://www.acquisition.gov/disaster-response-registry> to learn more about the Disaster Response Registry.

2. Complete the FEMA Vendor Profile form [https://www.fema.gov/sites/default/files/2020-07/fema\\_vendor-profile-form.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_vendor-profile-form.pdf) and submit it to [fema-industry@fema.dhs.gov](mailto:fema-industry@fema.dhs.gov).

Completing the Vendor Profile form does not guarantee you a contract or a meeting with a FEMA or other government representative.

3. Look for contracting opportunities at the following websites:

- Contract Opportunities (<https://beta.sam.gov>) (Contract opportunities exceeding \$25,000).
- DHS Acquisition Planning Forecast System (APFS). Visit <https://apfs.dhs.gov/> to monitor the DHS APFS contract actions exceeding \$250,000.

These are the most common goods and services purchased by FEMA during a disaster:

<ul style="list-style-type: none"><li>▪ Infant/Toddler Products</li><li>▪ Durable Medical Equipment Kits</li><li>▪ Consumable Medical Supplies Kits</li><li>▪ Plastic Sheeting</li><li>▪ Tarps</li><li>▪ Blankets</li></ul>	<ul style="list-style-type: none"><li>▪ Generators</li><li>▪ Cots</li><li>▪ Joint Field Office Kit</li><li>▪ Leased Copiers</li><li>▪ Leased Generators</li><li>▪ Office Supplies</li></ul>
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<ul style="list-style-type: none"> <li>▪ Comfort/ Hygiene Kits</li> <li>▪ Water</li> <li>▪ Meals</li> <li>▪ Forklift Rentals</li> <li>▪ Cargo Vans</li> <li>▪ Security Guard Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shredded Bins</li> <li>▪ Portable Toilets</li> <li>▪ Sign Language</li> <li>▪ Temporary Labor</li> <li>▪ Janitorial Services</li> </ul>
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**FEMA Simplified Commodity Buys:**

Unison is a fully-managed online marketplace some federal government agencies use to manage their procurement. FEMA uses Unison to solicit quotes and offers for disaster-assistance opportunities. Visit to <https://www.unisonglobal.com/product-suites/acquisition/marketplace/> and select the “Marketplace Seller” link to learn more.

We also recommend you visit FedConnect’s website ([www.fedconnect.net](http://www.fedconnect.net)). 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 (Hotel Use Only):**

The ELA program provides lodging reimbursement for pre-qualified individuals from designated disaster areas. FEMA created the ELA program to provide temporary shelter as a result 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 in order to participate.

**FEMA Small and Disadvantaged Businesses:**

If you are a small business, you may also contact the FEMA Office of Small and Disadvantaged Business Utilization (OSDBU) Small Business Specialist (SBS) to obtain information. The SBS contact email is [FEMA-SB@fema.dhs.gov](mailto:FEMA-SB@fema.dhs.gov) and the phone number is 202-288-4657.

**Before contacting the SBS**, we recommend you complete your SAM registration and submit the ILP Vendor Profile form. The SBS may also request you send your company Capability Statement.

For more information on the FEMA Small Business Program visit <https://www.fema.gov/business-industry/doing-business/small-business>.

**FEMA Transportation Opportunities:**

FEMA allows private sector Transportation Service Providers to register to become "FEMA-approved." They then schedule and book transportation with these companies through the

FEMA Tender of Service Program as needed. Any mode of transportation (e.g., air, maritime, rail, or trucking) may participate. Visit the FEMA Transport Services website below:

<https://www.fema.gov/business-industry/doing-business/transportation>

Complete the Logistics Supply Chain Management System user request form found on the website and return it to FEMA at [FEMA-Transportation-Programs@fema.dhs.gov](mailto:FEMA-Transportation-Programs@fema.dhs.gov). Once approved, FEMA will respond with a username and password for access to FEMA's document upload application.

You will also need to complete the FEMA Transportation Service Provider (TSP) Agreement and Certification Statement and upload PDF copies to FEMA's Logistics Gateway

You will also need to upload:

- Signed FEMA Transportation Service Provider (TSP) Agreement and Certification Statement
- Proof of current cargo insurance coverage of at least \$300,000
- Copy of the firm's SCAC Assignment letter from NMFTA.

#### **FEMA Donations or Volunteering:**

Visit the below websites for information on donating and volunteering during disasters:

<https://www.fema.gov/volunteer-donate-responsibly>

#### **U.S. Army Corp of Engineers:**

If you are looking to for prime contract opportunities with the U.S. Army Corp of Engineers, you need to register in SAM ([www.sam.gov](http://www.sam.gov)) and add your company to the Disaster Response Registry in SAM. The U.S. Army Corps of Engineers establishes their disaster-response list based on the Disaster Response Registry. After you are registered in SAM monitor Contract Opportunities (<https://beta.sam.gov>) for opportunities.

If you are looking for a list of U.S. Army Corp of Engineers prime contractors for subcontracting opportunities, visit <http://www.swd.usace.army.mil/Business-With-Us/Small-Business/>. At this website, in the middle of the home page is a light-green shaded area with several links.

Select the link titled "USACE Advanced Contract Initiative (ACI Contracts)" and this will provide you information on the U.S. Army Corp of Engineers Emergency Support Functions to include a list of prime contractors holding contracts with the U.S. Army Corp of Engineers for disaster assistance.

Many of the contractor's 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 U.S. Army Corp of Engineers 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/>

### **Small Business Administration (SBA):**

The SBA has created a Disaster Response Contracts web page to provide contractors information on procurement support in emergency / disaster situations. Visit <https://www.sba.gov/sites/default/files/2020-04/Contracting-Guidance.pdf>

### **Federal Procurement Data System – Next Generation, Disaster Contract Award Reports:**

Visit the Federal Procurement Data System – Next Generation ([www.fpds.gov](http://www.fpds.gov)) to download reports showing the contract actions and award amounts for various disasters. There are reports on hurricane support and ongoing events such as COVID-19. This information is useful for two reasons:

1. It tells you what government agencies are procuring products and services in support of disaster, and
2. Provides you the vendor names who were awarded the contracts, which may be useful for you to pursue subcontracting opportunities.

The report can be found on the right side of the website under the heading “Top Requests”.

### **State of Louisiana**

#### **LA Business Emergency Operations Center (LABEOC)**

Register with LABEOC at the website below. Registration allows your business information to be accessed and utilized by LA BEOC participants in the State’s disaster response and recovery efforts.

[https://labeoc.org/public\\_forms/contractingInfo.aspx](https://labeoc.org/public_forms/contractingInfo.aspx)

#### **Louisiana Procurement and Contract Network (LaPAC)**

This is where the State of Louisiana posts its bid notices. Complete your vendor registration at this website: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>

You will need to enter your UNSPSC commodity codes. NAICS and NIGP codes are not applicable.

You can select your UNSPSC Commodity Codes here:

[https://www.doa.la.gov/osp/Vendorcenter/docs/unspsc\\_commoditycodes.pdf](https://www.doa.la.gov/osp/Vendorcenter/docs/unspsc_commoditycodes.pdf)

A license may be required (>\$50,000)”

Louisiana State Licensing Board for Contractors

- Commercial License
- Residential License
- Mold Remediation License
- Home Improvement Registration

Visit this website to learn more about licensing requirements:

<http://www.lslbc.louisiana.gov/contractors/>

## **Local Government**

There are many local government agencies 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.

### **Louisiana Municipal Advisory and Technical Services (LaMATS)**

This is where municipalities who are members of the Louisiana Municipal Association (LMA) (over 300 members) post their bid notices.

Register for an account at: <https://lamats.easibuy.com/registration>

Additionally, send an email to:

Paul Holmes at: [paul@lamats.net](mailto:paul@lamats.net)

Include:

- Company Info (Name, address, points of contact with contact info)
- What can you deliver, at what price, and by what date

### **Lafayette Consolidated Government (LCG)**

This is for opportunities in and around Lafayette. Vendors do not have to be located in Lafayette.

Register to become vendor of LCG in their Supplier Portal at:

<https://lcpprod-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?context.dataarea=lmscm&context.session.key.SupplierGroup=100>

### **Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Contacts**

In LA, the parishes handle most of the procurements for their area. GOSHEP would be the first points of contact for each parish. Contact them by phone or email and provide them your name, company contact/information, experience, license information, and other information requested.

<https://gohsep.la.gov/ABOUT/PARISHPA>

## **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 publically issue a procurement notice.

We are often asked how to locate the opportunities agencies are not required to publically 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 independently to inquire about how the procure goods and services below their public-advertising threshold.

#### **UH PTAC Services:**

**If you require assistance with government registrations (SAM, beta.sam.gov, etc.) or understanding how to submit a compliant offer in response to a government solicitation, eligible individuals can submit an online application for our service at [www.ptac.uh.edu](http://www.ptac.uh.edu).**

**Important Notice:** There are numerous for-profit companies that may contact you to offer you services on doing business with government agencies. Some of these companies use approaches that make them appear to be official government agencies and if you don't act and reply back you may miss out on 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 PTAC without any cost to you. If you are contacted by a company offering government-assistance services for a fee, please email us at [uhptac@cenal.uh.edu](mailto:uhptac@cenal.uh.edu) and we will inform you on the services we provide for free.

**END DOCUMENT**