How To Do Business With FEMA Region 6

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Region 6 Area of Responsibility (AOR)

States
- Texas
- Louisiana
- New Mexico
- Oklahoma
- Arkansas
Step 1: Association of Procurement Technical Assistance Center (APTAC)

- Seek your local APTAC for assistance in presenting your company’s capabilities to the Federal Government
- Funded through cooperative agreements between the US Department of Defense and state/local nonprofit entities
- Nationwide network of dedicated procurement professionals working to help businesses compete successfully in the government marketplace
- Find a PTAC in your area (www.aptac-us.org)
Step 2: System for Award Management (SAM) Registration

SAM is an official website of the US Government. There is NO COST for registration or utilization. SAM registration is a requirement to do business with the Federal Government. Register your entity at www.sam.gov. You will need the following:

- Unique Entity Identifier (UEI) Number - SAM will issue you a UEI upon registration. (The UEI number will replace the issuance of a DUNS number.)
- Taxpayer Identification Number (TIN) – Request by visiting www.irs.gov
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 Subpart 4.11 and FAR Subpart 26.2 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.
Step 3: Understand FEMA’s Mission and Goals

- FEMA’s mission is to help people before, during, and after disasters.
- In accordance with FAR 26.2 and the Robert T. Stafford Act, FEMA’s goal is to seek local companies within the disaster area for goods and services related to a specific disaster when practical and feasible.
- Determining Local Vendors
  - Stafford Act: Sec. 307 – Use of Local Firms and Individuals
  - FAR: 52.226-3 – Disaster or Emergency Area Representation
  - FAR: 26.203 – Transition of Work
**Step 3: Understand FEMA’s Mission and Goals (cont’d)**

- **Emergency Support Functions (ESFs)** – Provide the structure for coordinating Federal Interagency support for a Federal response to an incident. ESFs may be selectively activated for both Stafford Act and non-Stafford Act incidents.

- **State Emergency Management Agencies** – Each state coordinates the activation and use of resources needed to support the local governments to respond and recover from emergency and disasters.

- **Urban Search & Rescue** – FEMA coordinates 28 federal Disaster response task forces located throughout the United States with the capability to deploy across the country. Learn more about Urban Search & Rescue Response System capabilities and operations at this link.
Step 4: Monitor Contracting Opportunity Sites

- **Federal Business Opportunities** – SAM.gov (formerly fbo.gov / beta.sam.gov) ([www.sam.gov](http://www.sam.gov)) is a free web-based portal which allows vendors to review Federal Procurement Opportunities. Direct all questions regarding the use of sam.gov to the Federal Service Desk (FSD) at 1-866-606-8220.


Region 6 Procurement Needs During a Disaster
FEMA R6 Contracting plays a major role before, during and after a disaster

- Identifying and acquiring the immediate needs of the agency, state and affected populations
- Established Contracting teams to manage the initial onset, recovery state and administration of disaster contracts
- Identify and use of Local Firms
- Collaboration and Coordination with State
- HQ Industry Liaison Program (ILP)
- Regional Local Business Transition Team member
- Staff to co-locate with State/Territory Partners
- Identify vendors to prevent over tasking
How FEMA Locates Local Vendors

1. State or Federal Agency communicates need or requirement to FEMA Program Office
2. FEMA Program Office communicates need or requirement to CO
   - Vendor submits Proposal/Quotation
4. Method B: CO searches SAM for vendor
   - Vendor
5. Method C: CO seeks assistance from FEMA Small Business Analyst
   - Small Business Analyst searches SAM & Dynamic Small Business Search
   - Vendor
6. Method D: CO seeks assistance from ILP
   - ILP searches SAM & Dynamic Small Business Search, contacts Stakeholders
   - Vendor
7. Method E: Disaster CO may seek assistance from ILP/LBTT to supplement market research
   - LBTT searches SAM & Dynamic Small Business Search, contacts Stakeholders
   - Vendor

Stakeholders: Small Business Administration, Small Business Development Centers, Procurement Technical Assistance Centers, City Council, Economic Development Councils, Chambers of Commerce, minority organizations, and professional and trade groups
# Top Commodities Procured During a Disaster

<table>
<thead>
<tr>
<th>Bldg. Leases</th>
<th>Office Supplies</th>
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<tbody>
<tr>
<td>Dumpster/Waste Removal</td>
<td>Printing Services</td>
</tr>
<tr>
<td>Equipment Rentals</td>
<td>Short Term Copiers/Fax</td>
</tr>
<tr>
<td>Fleet Vehicles/Box Trucks</td>
<td>Shredding Services</td>
</tr>
<tr>
<td>Generators</td>
<td>Transportation /Shipping</td>
</tr>
<tr>
<td>Portable Toilets</td>
<td>Armed Guard Services</td>
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Top Commodities Procured During a Disaster (cont’d)

- **Debris Removal** - Become a member of the Corps of Engineers Contractor Registry. If you are interested in performing disaster response and recovery work (e.g. debris removal) register at: [www.usace.army.mil/Missions.aspx](http://www.usace.army.mil/Missions.aspx)

- **Transportation Services** - If you are interested in becoming a FEMA Transportation Provider, please visit this website: [www.fema.gov/transportation-programs](http://www.fema.gov/transportation-programs).

  - For general question about the Transportation Program please email: FEMA-Transportation-Programs@fema.dhs.gov

- **Transitional Sheltering Assistance** – Hotels and motels can participate in FEMA’s Transitional Sheltering Assistance program, which offers rooms to disaster survivors seeking housing aid. Please visit: [https://ela.corplodging.com/](https://ela.corplodging.com/)
A Few Helpful Tips

- Promote your services in government wide databases
- Monitor contracting opportunity sites (sam.gov)
- Submit your company capabilities through submission of the FEMA Vendor Profile Form (submission is voluntary)

Submission of the Vendor Profile Form does not:
- Place you on a preferred list of vendors to be considered for procurements FEMA does not maintain such a list
- Guarantee a contract award
- Guarantee a meeting with FEMA Representatives

***The form can be used to assist with secondary market research***
Regional Contacts

Website: www.fema.gov/business-industry/doing-buisness

Region 6 Contact:
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Q&A Review & Closing Remarks