

Summer Public Assistance Webinar Series:

# Procurement and Purchasing under the FEMA Public Assistance Program

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# Opening Remarks

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## Why is fair procurement important?

- Ensures that the government gets fair pricing when spending our tax dollars
- Opens up the opportunity to do business with the government to as many companies and people as possible
- Helps prevent corruption
- **Required when using federal funds!**



## Relevant Procurement Guidelines

- *2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards* outlines specific rules that are required when procuring goods and services with federal funds
- You must follow both federal procurement rules **AND** your own procurement policy (**whichever is more stringent**)





## Relevant Procurement Guidelines

Example:

- Local policy allows for simplified procurement for expenses under \$500,000.
- Federal policy requires competitive procurement for expenses of \$250,000 or more
- If your project is \$400,000, you must issue competitive procurement, even though your local policy doesn't require it!



## Common Procurement Pitfalls

- Failing to understand, follow, or document your own procurement policy
  - If your policy requires a specific person to authorize procurement, FEMA will want to see documentation of their authorization!
  - Your “regular process” may or may not align with your written policy!





## Common Procurement Pitfalls

- Continuing work under a sole-source contract after the urgent need has ended (instead of transitioning to a competitively procured contract)
- Awarding a “time and material” contract without a ceiling price or without documenting why no other contract type is suitable
- Awarding a “cost-plus-percentage-of-cost” or “percentage-of-construction-cost” contract



## Common Procurement Pitfalls

- Failing to clearly identify exigent or emergency circumstances to justify noncompetitive procurement
- Conducting a procurement >\$250k without an RFP and detailed cost and price analysis
- Not carefully documenting your procurement process





## Procurement Resources

- [FEMA's Procurement Under Grants \(PUG\) Virtual Training](#)
- [FEMA's Roadmap to Procurement Compliance](#)
- [FEMA Fact Sheet: Purchasing Under a FEMA Award: Exigency or Emergency Circumstances](#)



**What questions or  
concerns do you  
have about  
procurement?**

# Contact Information

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# Thank you!

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