

Volume 2 - APPENDIX 12
(PROCUREMENT AND CONTRACTING SERVICES)
TO
ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

INTRODUCTION

Procurement & Contracting Services (PACS) is a customer-oriented purchasing and supply management department within Business Affairs. PACS is responsible for activities from acquisition through disposal of educational, operational and research materials for the University of Arizona.

OBJECTIVES

- Create PACS responsibilities within the Business Continuity and Disaster Recovery Plan.
- Provide procurement support during an emergency event at the University of Arizona.
- Assist in an emergency to restore operational needs by providing rapid alternative purchasing methods.
- Provide emergency procurement direction to the University departments.

PLANNED ACTIONS IN SUPPORT OF LEVELS 4 AND 5 EMERGENCIES

Continual Readiness

- Review department Campus Emergency Response Plan (CERP) at least annually.
- Develop vendor contracts for emergency events.
- Conduct coordination with the campus community to ensure knowledge of their emergency procurement needs is on file and appropriate action is taken to meet those needs.
- Assist in maintaining emergency equipment when requested.
- Maintain and test department emergency communication means.
- Maintain communication and coordinate disaster recovery plan with the Procurement departments of the Arizona University System.

Pre-Incident (If time permits)

Watch Period

- Communicate the event to the PACS staff and prepare for the situation.
- Contact necessary vendors for preparation.

Warning Period

- Initiate PACS Emergency Response Plan.
- Identify exposed areas and react to limit damage.

Disaster Impact Period

- Initiate communications with UA CERT.
- Verify the mobilization of the PACS Emergency Response Plan.
- Monitor situation for unforeseen circumstances.
- If required the Arizona State Purchasing department assistance can be set in motion.

Post-Disaster Recovery

Immediate

- Coordinate review of effected areas with UA CERT and assist where needed.
- Augment processes for acquisition of goods or services for recovery process.
- Contact University Purchasing Card Vendor to modify spending limits.

Intermediate

- Prioritize purchasing activities according to UA CERT assessments.
- Maintain 24-hour presence at the appropriate command post or EOC.
- Assist in delivery of goods or services to effected University areas.
- Assist in the disposal of damaged goods through Surplus Property.

Long Term

- Negotiate appropriate Vendor contracts for long term recovery
- Continue with the assistance of the removal of materials for disposal.

STAFFING REQUIREMENTS

The PACS Director will notify the department's emergency response team and they will determine the required personnel needed depending on the specific situation. The PACS staff will assemble at the appropriate command post or EOC according to the level of emergency. In non-work hours the PACS Director, Associate Director and Assistant Director will be available by phone to initiate the PACS emergency response plan.

The PACS staff will be re-assigned as necessary to maximize our effectiveness. Additionally, PACS will have a 24-hour presence until the UA CERT declares the emergency over.

NECESSARY SUPPLIES AND CRITICAL EQUIPMENT

- Electrical power
- Water
- Communications equipment
 - Phones (to include cell phones)
 - Computers
 - Internet access (possible wireless access)
 - Two-way radios
- Vehicles
 - Cars for the transportation of staff
 - Delivery vehicles for the transportation of supplies
- Office supplies
- Central delivery areas for un-loading and logistics

TELEPHONE LISTS

PACS will maintain and update the department's phone list with each employee's work phone, home phone, email and home address. The following is a list of the three management level staff within PACS.

- Vacant - Director, Work, Home ,
Cell
- Kirk Ketcham, Associate Director, Work # 621-9513,
- Cyndy Caccavale, Assistant Director, Work # 621-3857,

External Phone Number

If required the Arizona State Purchasing Department in Phoenix can be called. State Purchasing, Linda Turner-Conway, work (602) 542-5675.

ALTERNATE PURCHASING METHODS

Stores Blanket Vendor List

Attached is the Stores Blanket Vendor list. There are over 600 local vendors on this list with their phone numbers and addresses. Additionally, you will also find the Vendors purchase order number in this table. There are two lists of the same Vendors: 1) alphabetical listing and, 2) Categorical listing by commodity groups. These are vendors that have been set up for purchases without advanced paper work required.

The University community may use any vendor that is appropriate to the emergency situation. All that is required is a University account number at the time of purchase. The paperwork can be processed and Vendors paid after the emergency has been declared over by the UA CERT.

University Purchasing Card (P-Card)

The P-Card can be used for emergency purchases by increasing the spend limits on the PACS P-Cards. Departmental P-Cards spend limits can also be increased as required.

Central Stores Inventory

The University Stores section carries many items that can be used in the event of a Level 4 or 5 emergencies, i.e., 5-gallon bottle water, first aid kits and compressed gas as examples.

Surplus Property

This unit has many items that may be required to mitigate the effects of emergencies such as, equipment, furniture, used computers and printers, vehicles.

Central and Medical Receiving

- This unit provides for the central delivery and redistribution of department-purchased supplies, equipment and materials to areas affected by an emergency situation.
- This unit also has seven large delivery vehicles, one semi-trailer vehicle and two 5,000 pound forklifts that are available for use.