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.

PACS is a critical component of the UACERT, as this unit is responsible for contract review and approval, indentifying and working with vendors prior to and during critical incidents to indentify and provide essential supplies and services to the university.

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 level 1 and 2 emergencies

Continual Readiness

PACs will coordinate with the UACERT Chair and Section Chiefs on an annual basis to review needs for UACERT and the university during critical incidents. As part of the continual readiness PACS will:

- 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.
- Prepare PACS for early closure:
  - Back-up data
  - Secure back up data to a safe location
  - Gather necessary emergency forms and equipment to work from an alternate location if necessary
  - Contact vendors for preparation; ensure that emergency contact numbers are obtained and accessible off site

Warning Period
- Initiate PACS Emergency Response Plan
  - Coordinate early release of employees, if applicable
  - Arrange for contact with employees
- Initiate contact with UACERT Chair
- Identify exposed areas and react to limit damage
- Continue with preparations from “Watch Period”

Disaster Impact Period
- Coordinate 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
- Activate essential services to allow PACs to operate and university service to return
- Coordinate review of affected areas with UA CERT and assist where needed.
  - Augment processes for acquisition of goods or services for recovery process.

Intermediate
- Prioritize purchasing activities according to UA CERT assessments
- Maintain 24-hour presence at the appropriate command post or EOC (as required)
- 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 activate the department’s emergency response team and they will determine the required personnel needed depending on the specific situation. In non-work hours the PACS Director, Associate Director, and Assistant Director will be available by phone to initiate the PACS emergency response plan.
- Staff will assemble at the designated appropriate command post or EOC according to the need.
  - Staff will be re-assigned as necessary to maximize operational effectiveness.
  - PACS will have a 24-hour presence (or as necessary) until the UA CERT declares the emergency over.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone</th>
<th>Cell Phone</th>
<th>Home Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirk Ketcham, Director</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ketcham@email.arizona.edu">ketcham@email.arizona.edu</a></td>
</tr>
<tr>
<td>Ted Nasser, Asst. Director</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:enasser@email.arizona.edu">enasser@email.arizona.edu</a></td>
</tr>
<tr>
<td>Ruben Perez</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:rdp@email.arizona.edu">rdp@email.arizona.edu</a></td>
</tr>
</tbody>
</table>

External Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ State Purchasing Dept. Phoenix</td>
<td>602.542.5675</td>
<td>For assistance with purchasing</td>
</tr>
</tbody>
</table>
Necessary Supplies and Critical Equipment

To return PACS to an operational state, the following utilities and equipment and supplies are needed:

<table>
<thead>
<tr>
<th>UTILITIES</th>
<th>SECURE AREA</th>
<th>VEHICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Electrical</td>
<td>- Working</td>
<td>- Vans for transportation of</td>
</tr>
<tr>
<td>- Water</td>
<td>- Storage</td>
<td>equipment and supplies</td>
</tr>
<tr>
<td>- Internet access</td>
<td>- Staging</td>
<td>- Movement of personnel</td>
</tr>
</tbody>
</table>

Server Access – for files

COMMUNICATIONS EQUIPMENT
- Telephones
- Cell phones
- Two-way radios

Alternate Purchasing Methods

During times of critical incidents, that disrupt normal business operations of the university, alternate purchasing methods may be used. PACS is responsible for overseeing this process.

Stores Blanket Vendor List
The vendors on this list have been set up for purchases without advanced paper work required.

- List of over 600 local vendors with phone numbers and addresses
- Vendor purchase order numbers assigned to each vendor
  - Lists maintained:
    - Alphabetically
    - Categorical by commodity groups

University Purchasing Card (P-Card)
The P-Card can be used for emergency purchases by increasing the spending limits on the PACS P-Cards. Departmental P-Cards spending limits can also be increased as required.
REOUCRES AVAILABLE THROUGH PACS

Central Stores Inventory
The University Stores section carries many items that can be used in the event of a campus emergency. Some of the items available include:
- 5-gallon bottled water
- First aid kits
- Compressed gas
- Other

Central and Medical Receiving
Central and Medical Receiving 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 vehicles and forklifts for use:
- large delivery vehicles
- semi-trailer vehicle
- 5,000 pound forklifts

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.

USE OF PACS FOR STAGING
The Warehouse can be used for staging of supplies and equipment during and post incident, if the area is accessible. PACS personnel may be used to serve as the Staging Manager in Level 1 and 2 incidents.