

City of Niceville
Purchasing Department
Emergency Procurement Plan



September 20, 2024

1. Purpose

The purpose of this Emergency Procurement Plan is to establish guidelines for the City of Niceville Purchasing Office to follow during an emergency. The plan ensures that essential goods, services, and resources are procured promptly and efficiently to maintain the city's operations and support emergency response efforts.

2. Scope

This plan applies to all departments and personnel involved in the procurement process during an emergency. It covers the procurement of supplies, services, equipment, and other necessary resources required to respond to and recover from emergencies.

3. Definitions

- **Emergency:** Any situation that poses an immediate threat to life, property, public health, or safety, requiring immediate action.
- **Emergency Procurement:** The acquisition of goods or services necessary to respond to an emergency situation, often bypassing standard procurement procedures to expedite the process.

4. Activation of the Emergency Procurement Plan

The Emergency Procurement Plan is activated by the City Manager, Purchasing Director, or their designee when an emergency is declared. The declaration may be due to natural disasters, public health emergencies, security threats, or any other situation deemed an emergency by city leadership.

5. Emergency Procurement Procedures

5.1. Authorization

- The Purchasing Director, in consultation with the City Manager, is authorized to make emergency procurements.
- Department heads may request emergency procurement by submitting a written or verbal request to the Purchasing Office, detailing the nature of the emergency, the required goods or services, and the estimated cost.

5.2. Procurement Process

- **Vendor Selection:** The Purchasing Office will select vendors based on availability, capability, and past performance. In an emergency, multiple quotes may not be required.
- **Purchase Orders:** Emergency purchase orders may be issued verbally, with documentation to follow as soon as practical.
- **Contracts:** If necessary, contracts for emergency services or supplies may be executed on an expedited basis, with legal review as appropriate.

5.3. Office Securing and Evacuation Procedures

- **Office Securing:** Prior to an evacuation, the Purchasing Director or designated staff will ensure that the Purchasing Office is secured. This includes:
 - Locking all doors and windows.
 - Safeguarding or removing sensitive documents and electronic equipment.
 - Ensuring that backup copies of essential procurement documents and data are stored securely, either off-site or in a cloud-based system.
 - Setting up an out-of-office notification for email and phone communications with emergency contact information.
- **Notification of Fueling Requirements:** The Purchasing Office will notify all City departments to fill all city vehicles, generators, and other critical equipment with fuel from the city fuel yard before the evacuation and closure of city buildings.
 - Departments must confirm completion of fueling by 24 hours prior to the expected evacuation.
 - The Purchasing Office will coordinate with the Public Works Department to ensure that the city fuel yard is operational and adequately stocked for the emergency.

5.4. Documentation

- All emergency procurements must be documented, including the nature of the emergency, items procured, vendors contacted, and any deviations from standard procedures.
- Documentation should be completed as soon as possible after the emergency procurement and filed with the Purchasing Office.

5.5. Reporting

- The Purchasing Director will report all emergency procurements to the City Manager and City Council within thirty days following the emergency.
- A summary of emergency procurements will be included in the city's annual procurement report.

6. Roles and Responsibilities

6.1. Purchasing Director

- Lead and coordinate all emergency procurement activities.
- Ensure compliance with local, state, and federal regulations.
- Maintain communication with the City Manager and relevant departments.

6.2. Department Heads

- Identify and communicate emergency procurement needs to the Purchasing Office.
- Ensure that emergency procurement requests are justified and documented.

- Provide Purchasing Office a narrative/memo including a brief description of the service being procured, period of time noncompetitive procurement was used, steps taken to determine full-and-open competition could not be used, any known conflicts of interest, etc.
- In coordination with the Purchasing Office Identify a transition point to a competitively bid contract as soon as the exigent or emergency ceases to exist.

6.3. Finance Department

- Ensure that funds are available and properly allocated for emergency procurements.
- Expedite payment processing for emergency purchases.

7. Post-Emergency Review

After the emergency has been resolved, the Purchasing Office will conduct a review of the emergency procurement activities to identify any areas for improvement. This review will include:

- An assessment of vendor performance.
- Evaluation of the procurement process and any challenges encountered.
- Recommendations for updates to the Emergency Procurement Plan.

8. Plan Maintenance and Training

- The Purchasing Office will review and update this plan annually or as needed.
- Regular training sessions will be conducted for all relevant personnel to ensure familiarity with the Emergency Procurement Plan.

9. Legal and Regulatory Compliance

All emergency procurements will be conducted in compliance with applicable local, state, and federal laws and regulations, including emergency declarations and procurement guidelines.



 James Walters
 Purchasing Director
 City of Niceville

20 Sept. 2024
 Date



 David Deitch
 City Manager
 City of Niceville

20 SEPT 2024
 Date