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How To Do Business With FEMA

FEMA Industry Liaison Program



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About Industry Liaison Program (ILP)

- Establishes strategic relationships with suppliers and stakeholders
- Serves as an information provider for suppliers seeking to do business with FEMA
- Connects suppliers with program offices in support of FEMA's mission.



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Local Business Transition Team (LBTT)

LBTT works in coordination with the ILP

- ILP coordinates the flow of vendor inquiries of how to do business with FEMA from FEMA Headquarters to the LBTT located in the Joint Field Office
- ILP provides additional administrative and market research support, as requested, to the LBTT
- LBTT provides updates and field status to the ILP



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HOW TO DO BUSINESS WITH FEMA IN 4 STEPS



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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)



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Step 2: System for Award Management (SAM) Registration

- ✓ Company DUNS Number – Request for free by visiting Dun and Bradstreet (D&B) at <http://fedgov.dnb.com/webform>
- ✓ Taxpayer identification number (TIN) – Request by visiting www.irs.gov

SAM is an official website of the US Government, at **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.



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Disaster Response Registry

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.



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Step 3: Understand FEMA's Mission and Goals

- 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*
 - **Federal Acquisition Regulation (FAR):** Sec. 26.202 – *Local Area Preference*
 - **FAR:** Sec 52.226-3 – *Disaster or Emergency Area Representation*
 - **FAR:** Sec 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.



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Emergency Support Functions (ESFs)

ESF # and Name	ESF Coordinator	ESF # and Name	ESF Coordinator
ESF #1 – Transportation	Department of Transportation	ESF #9 – Search and Rescue	DHS FEMA
ESF #2 – Communications	Department of Homeland Security (DHS) (National Communications System)	ESF #10 – Oil and Hazardous Materials Response	Environmental Protection Agency
ESF #3 – Public Works and Engineering	Department of Defense (US Army Corps of Engineers)	ESF #11 – Agriculture and Natural Resources	Department of Agriculture
ESF #4 – Firefighting	Department of Agriculture (US Forest Service)	ESF #12 – Energy	Department of Energy
ESF #5 – Information and Planning	DHS (Federal Emergency Management Agency (FEMA))	ESF #13 – Public Safety and Security	Department of Justice
ESF#6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services	DHS FEMA	ESF #14 – Long Term Community Recovery	National Disaster Recovery Framework
ESF #7 – Logistics Management and Resource Support	General Services Administration and DHS FEMA	ESF #15 – External Affairs	DHS
ESF #8 – Public Health and Medical Services	Department of Health and Human Services		



Step 4: Monitor Contracting Opportunity Sites

- **Federal Business Opportunities** – Beta.Sam.gov Federal Business Opportunities (www.beta.sam.gov) is a free web-based portal which allows vendors to review Federal Procurement Opportunities over \$25,000. Direct all questions regarding the use of FBO to the Federal Service Desk (FSD) at 1-866-606-8220.
- **Unison Marketplace – Formerly FedBid** (www.unisonglobal.com/product-suites/acquisition/sourcing/marketplace/) a fully managed online marketplace connecting Sellers to federal and commercial opportunities. Direct all questions to (877-933-3243) or go to (<https://www.unisonglobal.com/contact/customer-support/>)
- **DHS Acquisition Planning Forecast System** - Monitor the forecast of DHS contract opportunities at: <http://apfs-cloud.dhs.gov>.



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FEMA'S PROCUREMENT NEEDS DURING A DISASTER



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Top Commodities Procured During a Disaster

- Infant/Toddler Products
- Durable Medical Equipment Kits
- Consumable Medical Supplies Kits
- Plastic Sheeting
- Tarps
- Blankets
- Comfort/ Hygiene Kits
- Water
- Meals
- Forklift Rentals
- Cargo Vans
- Security Guard Services
- Generators
- Cots
- Joint Field Office Kit
- Leased Copiers
- Leased Generators
- Office Supplies
- Shredded Bins
- Portable Toilets
- Sign Language
- Temporary Labor
- Janitorial Services





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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. Follow this link, www.usace.army.mil/Missions.aspx, to access their website.
- **Transportation Services** - If you are interested in becoming a FEMA Transportation Provider please visit this website: www.fema.gov/transportation-programs .

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

- **Transitional Sheltering Assistance** - Hotels/motels are able to participate in FEMA's Transitional Sheltering Assistance program, which offers rooms to disaster survivors seeking housing aid. Please visit, <https://ela.corplodging.com/>



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A Few Helpful Tips

- Promote your services in government-wide databases.
- Monitor contracting opportunity sites (i.e., beta.sam.gov).
- Submit your company capabilities or request a meeting through submission of the FEMA Vendor Profile Form (**Submission is voluntary**).

Submission of the Vendor Profile Form (VPF) 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 *****



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Contact Us

Industry Liaison Program

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

Email: FEMA-Industry@fema.dhs.gov

FEMA's Small Business Program

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

Email: FEMA-SB@fema.dhs.gov

