Instructions to Depts on COVID-19 Purchases and Contracts (4-4-20)
Note: Emails to SFEOC will soon be replaced by an online submission form.

Scarce Resources	**We are no longer collecting dept's requests related to scarce resources as defined by this** [memo](#). That information was initially collected to determine what to order in bulk. At this stage, we are in the distribution phase. To that end, departments are asked to complete a weekly survey of their needs. That survey is used as the basis for distributing scarce resources to each department and will now be used to determine on-going operational needs for the various units and branches within the EOC and the DOCs (i.e. Feeding Unit, Community Branch, Task Forces, etc.). 📊 COVID-19 Resource Needs_4.14.20.xlsx **EOC and DOC Units/Branches/Task Forces** will be included in EOC Logistics' weekly scarce resource distribution schedule once the Resource Needs survey is submitted to EOC Logistics (sfeoc.logs@gmail.com). DOCs and EOC Units/Branches and Task Forces should also submit [Form 213-RR](#) along with the survey for record-keeping purposes. For questions about your distribution schedule, email the SFEOC Logistics Section. Please remember these are scarce resources; EOC Logistics will try to fill all requests as resources are available.

Purchase Orders for Non-Technology and Non Scarce Resources	1. **Submit the following to sfeoc.logs@gmail.com. DO NOT CC OCA.**
	    ○ Evidence of request for 3 or more quotes (N/A if using a Term Contract)
	    ○ Selected quote
	    ○ [Form 213-RR](#)
	
	 Your submission to SFEOC is for record keeping purposes only and they will <u>NOT</u> forward your request to OCA.
	
	 2. **Proceed to issue PO to the supplier at the department level.**
	    ○ Use Term Contracts whenever possible. They are [here](#) under Direct Purchasing and Contracting.
	    ○ Your PO will have the following attributes:
	       • 21.15 purchasing authority
	       • Form 213RR uploaded to PO
	       • Evidence of *request* for 3+ quotes uploaded to PO. *Ok if only one quote/proposal is received.* Requirement N/A if using a Term Contract.
	       • If PO routes to OCA because it is over $10K and not tied to a contract, email an OCA buyer to approve PO in PS.
	
	 3. **PO must include applicable FEMA appendix found [here](#) under Emergency Purchasing.**
	
	 4. **Confirm contractor/vendor not suspended by federal government by checking www.sam.gov.**

Technology Purchase Orders using Tech Marketplace Contracts	1. **Submit the following to sfeoc.logs@gmail.com. DO NOT CC OCA.**
	   o Evidence of *request* for 3+ quotes. *Ok if only one quote/proposal is received*.
	   o Selected Tech Marketplace Quote
	   o DT approval
	   o Form 213-RR
	
	2. **SFEOC will forward your request to OCA**. OCA will assign a buyer to issue emergency PO. Requisitions are not required but recommended as they make the PO issuance faster.
	
	3. **PO issued by OCA will include applicable FEMA appendix found here under Emergency Purchasing.**
	
	4. **Confirm contractor/vendor not suspended by federal government by checking www.sam.gov.**

Gift Cards:	1. **Submit the following to sfeoc.logs@gmail.com. DO NOT CC OCA.**
	   o Quote.
	   o Form 213-RR
	
	2. **SFEOC will forward your request to OCA.** OCA will assign a buyer to issue emergency PO. Requisitions are not required but recommended as they make the PO issuance faster.
	
	3. **PO issued by OCA will include applicable FEMA appendix found here under Emergency Purchasing.**
	
	4. **Confirm contractor/vendor not suspended by federal government by checking www.sam.gov.**

All Other Emergency Contracts (including IT Contracts):	1. **Request multiple (at least 3) quotes/proposals. Ok if only ne is received.**
	2. **Set up contract in PS using 21.15 Purchasing Authority**
	3. **Submit your request for contract review to OCA via Service Now. You will be notified** which OCA buyer was assigned to your contract.
	4. **Upload to PS:**
	   o Evidence of *request* for 3+ quotes. *Ok if only one quote/proposal is received*
	   o Insurance, unless waived by RM
	   o Form 213 RR
	   o Agreement with applicable FEMA appendix found here under Emergency Purchasing.:
	     ▪ <u>If using scanned wet signatures</u>: Upload partially signed Contract with Supplier, City attorney and department head signatures. OCA will download this, sign it and scan it back to you or they will use adobe PDF to sign it. You will upload fully executed agreement to PS. OCA will approve contract in PS.
	     ▪ <u>If using docusign outside of PS (new)</u>: Upload unsigned agreement. Once OCA buyer informs you they can approve contract, route agreement to OCA buyer via docusign outside of PeopleSoft. Once fully executed, you will upload fully executed agreement to PS. OCA will approve contract in PS.
	     ▪ <u>If using docusign in PS</u>: Upload unsigned agreement. OCA buyer will review and approve the contract in PS. You will use PeopleSoft's e-signature routing to have agreement signed by all parties.
	
	5. **Confirm contractor/vendor not suspended by federal government by checking www.sam.gov.**