



FEMA

# How to do Business with FEMA

The Industry Liaison Program|  
Local Business Transition Team



# FEMA

## 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 non profit 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](http://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](http://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](http://www.sam.gov).



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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*





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## 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](http://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 FidBid** ([www.unisonglobal.com/product-suites/acquisition/sourcing/marketplace/](http://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.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





## 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](http://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](http://www.fema.gov/transportation-programs) .

For general question about the Transportation Program please email: [FEMA-Transportation-Programs@fema.dhs.gov](mailto: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. Federal Business Opportunities Website – [www.beta.gov](http://www.beta.gov) .
- Submit your company capabilities or request a meeting through submission of the FEMA Voluntary Vendor Profile Form.

### Submission of the vendor profile form does not:

- ✓ Place you on a preferred list of vendors to be considered for procurements; FEMA does not maintain such a list
- ✓ Guarantee contract award
- ✓ Guarantee meeting with FEMA Representatives

**\*\*\*The form is used to assist in secondary market research and is voluntary\*\*\***





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## Contact Us

### Industry Liaison Program

Website: [www.fema.gov/industry-liaison-program](http://www.fema.gov/industry-liaison-program)

Email: [FEMA-Industry@fema.dhs.gov](mailto:FEMA-Industry@fema.dhs.gov)

### FEMA's Small Business Program

Email: [FEMA-SB@fema.dhs.gov](mailto:FEMA-SB@fema.dhs.gov)

