

Purchasing Battles

COVID 19- The Pandemic

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Government Procurement and Leadership Solutions

Any Emergency: Be Prepared; Know the Rules

Do You Have a COOP?

- What does your Continuity of Operations Plan look like?
- Part of any preparation before and during an emergency is having well thought-out policies and procedures for emergency purposes. Not only does this provide guidance for the entire organization, but it is also essential when an agency is involved in an audit or FEMA review.

When Did You Know?

Hurricane and Tornado Seasons

- Some “Heads Up”; When do YOU start preparing?
- Level of destruction is almost never known
 - What do YOU prepare for?

Most emergencies timing and level of destruction cannot be predicted, but they can be planned for.....

Planning - COOP

Basic Plan: Mitigation, Preparation and Recovery

- Responsibilities
- Methods of Operations
- Financial Policies

Emergency Support Functions

- Contains a method of operations and responsibilities of support

Support Annexes

- Addresses functions that are common to every type of incident

Incident Annexes

- Addresses contingency or hazard situations requiring a specialized response

Basic Plan

- Establish Policies; keep in mind Federal, State and Local requirements for \$ spent
- Centralized Forum for Information Exchange; Internal and External
- Checklists & Guidelines
- Incorporate Language into T's and C's / Bid Documents
- Justification Document
- Pre-Established Contracts – “Sourcing to Go”
- Tracking Program; Accounting, Budget, EOC, Executives, Procurement Warehousing
 - Dashboards, Spreadsheets, Financial System, Sourcing Options

Sourcing to Go

Class Code	Description	County	Vendor	Address	Phone
910	Building Maintenance Installation And Repair Services	Collin	C & D Commercial Services, Inc.	5030 Dexham Rd Ste. 102, Rowlett, TX 75088	(972) 475-2271
910	Building Maintenance Installation And Repair Services	Collin	Ace Handyman Services Collin County		(972) 275-9911
910	Building Maintenance Installation And Repair Services	Denton	Benchmark Electrical Services, LLC	110A Rose Ln Unit 202, Frisco, TX 75036	(469) 815-1945
910	Building Maintenance Installation And Repair Services	Denton	Fast Commercial Electricians	709 Hebron Pkwy #7290, Lewisville, TX 75057	(972) 945-8162
910	Building Maintenance Installation And Repair Services	Denton	Martin Electrical Systems	P.O. BOX 1096, ARGYLE, TX 76226	(817) 917-9515
910	Building Maintenance Installation And Repair Services	Dallas	Imperial Plumbing	2124 James St #120, Denton, TX 76205	(972) 689-0578
910	Building Maintenance Installation And Repair Services	Dallas	Boyd Electric	2430 Chandler Dr, Rowlett, TX 75088	(214) 287-4528
910	Building Maintenance Installation And Repair Services	Dallas	Concord Commercial Services, Inc.	11400 Long St, Balch Springs, TX 75180	(972) 557-8789
910	Building Maintenance Installation And Repair Services	Collin	Dealers Electrical Supply	911 J Pl, Plano, TX 75074	(972) 422-2720
910	Building Maintenance Installation And Repair Services	Collin	Richardson Ready Electric Inc.	620 N Interurban St, Richardson, TX 75081	(972) 234-5092
910	Building Maintenance Installation And Repair Services	Collin	American Custom Roofing	1201 E 15th St, Plano, TX 75074	(972) 422-0071
910	Building Maintenance Installation And Repair Services	Collin	Concord Roofing & Construction	801 K Ave #14, Plano, TX 75074	(214) 299-6110
910	Building Maintenance Installation And Repair Services	Collin	Hometown Roofing of Texas, Inc	600 Ohio Dr, Plano, TX 75093	(972) 848-8888
910	Building Maintenance Installation And Repair Services	Dallas	R&B Roofing	2601 Wood Dr, Garland, TX 75041	(888) 260-3947
910	Building Maintenance Installation And Repair Services	Collin/Denton	Legacy Plumbing	15222 King Rd Suite 1002, Frisco, TX 75034	(469) 389-4020
910	Building Maintenance Installation And Repair Services	Denton	Hart Construction	111 DALLAS STREET SUITE 112, ARGYLE, TX, 76226,	(844) 303-4278
910	Building Maintenance Installation And Repair Services	Denton	All Weather Roofing	412 N Bell Ave, Denton, TX 76209	(940) 383-4645
910	Building Maintenance Installation And Repair Services	Denton	JC Metal Roofing, Inc.	1308 Teasley Ln #124, Denton, TX 76205	(940) 328-1971
913	Construction Services, Heavy, Including Maintenance And Repair Services	Collin	911 Restoration of Collin County	101 E Park Blvd #515, Plano, TX 75074	(214) 444-7436
913	Construction Services, Heavy, Including Maintenance And Repair Services	Collin	One Source Building Services	1301 Summit Ave #6, Plano, TX 75074	(972) 943-0924

Where Does COVID 19 Fit.....

Readiness Levels	Level Description	Example Incident
<p align="center">Level 4 Normal Operations - Monitoring</p>	<ul style="list-style-type: none"> Local Emergency Exists ICS and responders at scene are capable of managing incident 	<ul style="list-style-type: none"> Motor vehicle accident Grass fire Approaching severe weather Special Events Multi-Alarm Fire Major police or ESU response
<p align="center">Level 3 Emergency / Crisis Operations</p>	<ul style="list-style-type: none"> Escalation to non-routine emergency Multi-departmental response 	<ul style="list-style-type: none"> Severe or Winter Weather damage Major HazMat release Isolated evacuation(s) Suspected communicable disease response Law Enforcement incident requiring mutual aid and multiple operational periods Major Mass-Casualty incident Multi-alarm fire requiring mutual aid (multiple operational periods)
<p align="center">Level 2 Disaster Operations</p>	<ul style="list-style-type: none"> Help from other jurisdictions, agencies, or mutual aid may be necessary Regional Disaster response may be required Multi-site incident 	<ul style="list-style-type: none"> Confirmed WMD/Bio event Extensive severe weather damages Large scale evacuation Mass care / Sheltering needed
<p align="center">Level 1 Catastrophic Event Operations</p>	<ul style="list-style-type: none"> Wide area disaster State and/or federal help required 	<ul style="list-style-type: none"> Large tornado or significant severe weather damages CBRNE/ Terrorism Incident Extended Mass Care or sheltering operations Widespread infectious disease outbreak

Could You Have Known?

- News
 - Don't wait for your entity to catch up: Speak UP
- Fire Department
- Police Department
- Warehousing/Inventory Control Research
- Vendors
- ISM – Import/Export and Cost Trends
- Not New Items
- Current Stock Levels
- Order Quantities Decreased
- Import Levels Decreased

Dashboards will Keep You “In The Know”

- What Do You Have?
- When Do you Need More?
- What Are The Lead Times?
- How Far Do You Plan?

PPE INVENTORY SUPPLY TRACKING

Inventory Status

ReOpen Schedule

WH - Request Status

Dept - Request Details

Forecasting Est Days On Hand

Fo..

Inventory Status

Category	Description	Item Number	Date Last Received	QTY Received As Of 3/1/2020	Quantity Issued	Quantity On Hand	QTY Soft Committed	Quantity On Order	QTY Donated	QTY Available	QTY On Requests
ALCOHOL	ALCOHOL RUBBING 1 GALLON	1559	05/21/2020	186	(128)	72	2	0	0	72	0
BLEACH	BLEACH GENERAL PURPOSE	618	08/21/2020	276	(282)	93	0	0	0	93	0
BOTTLE	SPRAYER BOTTLE PISTOL GRIP	1181	06/05/2020	1,164	(522)	664	14	0	0	664	0
CLEANER	CLEANER ALL PURPOSE	679	09/08/2020	2,205	(1,587)	684	8	120	0	684	0
COVERALL	NAVY COVERALL 3X 4X 17930NB	7008	05/26/2020	3,053	(3,053)	0	0	8	0	0	0
DISINFECTANT	DISINFECTANT DEODORANT BOWL	725	08/14/2020	960	(674)	329	0	60	0	329	0
	DISINFECTANT SANICARE	7013	08/21/2020	75	(68)	7	0	10	0	7	0
	DISINFECTANT SPIGOT	7014	06/08/2020	124	(45)	79	2	0	0	79	0
	DISINFECTANT TABLETS	7012	06/08/2020	240	(65)	175	18	120	0	175	0
	DISINFECTANT WIPES	7005	08/20/2020	1,222	(638)	584	4	600	0	584	0
	SPRAY DISINFECTANT LIQUID	7001	05/29/2020	1,009	(454)	555	0	0	0	555	0
GLOVES	GLOVES DISPOSABLE L POLICE	112	08/03/2020	500	(417)	118	20	274	0	118	0
	GLOVES DISPOSABLE LARGE	4819	08/10/2020	6,450	(3,766)	2,916	24	0	0	2,916	0
	GLOVES DISPOSABLE M POLICE	111	08/03/2020	280	(330)	0	0	120	0	0	0
	GLOVES DISPOSABLE MEDIUM	4818	08/10/2020	2,400	(1,010)	1,616	12	0	0	1,616	0
	GLOVES DISPOSABLE SMALL	4817	06/23/2020	530	(256)	344	2	0	0	344	0
	GLOVES DISPOSABLE X-LARGE	4820	08/10/2020	4,600	(2,392)	2,470	12	0	0	2,470	0
	GLOVES DISPOSABLE X-SMALL	4930	07/28/2009	0	(4)	29	0	0	0	29	0
	GLOVES DISPOSABLE XL POLICE	113	08/03/2020	610	(639)	60	0	180	0	60	0
MASK	KN95 MASKS	7017		9,645	(2,197)	7,448	0	0	0	7,448	0
	RESPIRATOR N-95	4990	08/20/2020	8,417	(5,330)	3,237	0	680	7,051	10,288	0
	SURGICAL MASK	7007	05/19/2020	19,548	(15,960)	3,588	113	0	21,677	25,265	0
SANITIZER	HAND SANITIZER 2oz	7003	08/20/2020	1,035	(876)	159	0	1,920	0	159	0
	HAND SANITIZER 4 oz.	4781	08/27/2020	1,586	(462)	1,187	8	480	0	1,187	0
	HAND SANITIZER 8oz	7000	08/03/2020	2,205	(1,163)	1,042	11	0	0	1,042	0
	HAND SANITIZER 19oz	7011	06/08/2020	588	(211)	377	4	0	0	377	0

Column 1, 2, & 3 Selection Order
Category > Description > Number

Category
All

Item Number
All

Item Description
All

PPE INVENTORY SUPPLY TRACKING

.. WH - Request Status

Dept - Request Details

Forecasting Est Days On Hand

Forecasting 3-12 Months

Order Average Days

Estimated Days On Hand

PPE Issued [3/1/2020 - 6/12/2020]

Category	Description	Item Number	Unit Of Measure	Approximate Lead Time	Quantity Issued	Quantity Approved Waiting Issue	Quantity On Hand	Quantity On Order	Estimated Days Of Order	Estimated Daily Demand	10% Increase Of Daily Demand	25% Increase Of Daily Demand	
											Stock Availability Based On Days		
ALCOHOL	ALCOHOL RUBBING 1 GALLON	1559	Each	30 days	78	52	72	0	0	95	86	76	
BLEACH	BLEACH GENERAL PURPOSE	618	Each	7 days	204	203	93	0	0	47	43	38	
BOTTLE	SPRAYER BOTTLE PISTOL GRIP	1181	Each	7 days	339	195	664	0	0	202	183	161	
CLEANER	CLEANER ALL PURPOSE	679	Each	30 days	1,112	208	684	120	11	63	58	51	
COVERALL	NAVY COVERALL 3X 4X 17930NB	7008	Each	3-5 days	52	0	0	8	0	0	0	0	
DISINFECTANT	DISINFECTANT DEODORANT BOWL	725	Each	14 days	447	0	329	60	14	76	69	61	
	DISINFECTANT SANICARE	7013	Each	7 days	10	69	7	10	103	72	66	58	
	DISINFECTANT SPIGOT	7014	Each	7 days	25	12	79	0	0	326	296	260	
	DISINFECTANT TABLETS	7012	Each	We have 3 orders ..	36	11	175	120	343	501	455	401	
	DISINFECTANT WIPES	7005	Each	30-45 days	320	501	584	600	77	188	171	150	
	DISINFECTANT LIQUID	7001	Each	7 days	286	189	555	0	0	200	182	160	
GLOVES	GLOVES DISPOSABLE L POLICE	112	Each	21 days	355	0	118	274	38	34	31	27	
	GLOVES DISPOSABLE LARGE	4819	Box	7 days	2,628	633	2,916	0	0	114	104	91	
	GLOVES DISPOSABLE M POLICE	111	Each	21 days	222	0	0	120	42	0	0	0	
	GLOVES DISPOSABLE MEDIUM	4818	Box	7 days	692	339	1,616	0	0	241	219	192	
	GLOVES DISPOSABLE SMALL	4817	Box	7 days	170	106	344	0	0	208	190	167	
	GLOVES DISPOSABLE X-LARGE	4820	Box	7 days	1,742	611	2,470	0	0	146	133	117	
	GLOVES DISPOSABLE X-SMALL	4930	Each	7 days	3	2	29	0	0	996	905	797	
	GLOVES DISPOSABLE XL POLICE	113	Each	21 days	499	0	60	180	37	12	11	10	
MASK	KN95 MASKS	7017	Each	3-5 days	60	5,984	7,448	Null	0	12,786	11,623	10,229	
	RESPIRATOR N-95	4990	Each	7-14 days	3,309	2,725	10,288	680	0	320	291	256	

Begin Date 3/1/2020	End Date 6/12/2020	Demand Increase One 10	Demand Increase Two 25	Selected Column 1 2 and 3 Category > Description > Number	Category All
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PPE INVENTORY SUPPLY TRACKING

.. WH - Request Status

Dept - Request Details

Forecasting Est Days On Hand

Forecasting 3-12 Months

Order Average Days

Forecasting Estimated Needs for 3-12 Months Based On Issues

Category	Item Description	Inventory Transaction	Unit Of Measure	Total Issue	Monthly Avg Issue	Supply Needs 3 Month	Supply Needs 6 Month	Supply Needs 9 Month	Supply Needs 12 Month	Month Of Issue								
										Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020		
ALCOHOL	ALCOHOL RUBBING 1 GALLON -- (1559)	COVID-19 RESPONSE -- (695)	Each	81	10.13	30	61	91	122	1	13	22	10	19	16			
		FIRE -- (552)	Each	17	2.13	6	13	19	26	8							9	
		FLEET SERVICES DIVISON -- (342)	Each	1	0.13	0	1	1	2	1								
		SIGNS AND MARKINGS -- (744)	Each	1	0.13	0	1	1	2	1								
		WASTEWATER -- (763)	Each	4	0.50	2	3	5	6			3	1					
		WATER -- (762)	Each	20	2.50	8	15	23	30	20								
		WATER NORTH -- (766)	Each	4	0.50	2	3	5	6	3		1						
BLEACH	BLEACH GENERAL PURPOSE -- (618)	COVID-19 RESPONSE -- (695)	Each	10	1.25	4	8	11	15		2	3	2	3				
		FIRE -- (552)	Each	216	27.00	81	162	243	324	52	35	39	33	31	26			
		GOLF COURSE MAINTENANCE -- (673)	Each	6	0.75	2	5	7	9		6							
		MUNICIPAL DRAINAGE OPERATIONS -- (471)	Each	2	0.25	1	2	2	3		1						1	
		PUMPING FACILITIES -- (764)	Each	24	3.00	9	18	27	36			24						
		TOM MUEHLENBECK RECREATION CEN -- (667)	Each	24	3.00	9	18	27	36	24								
BOTTLE	SPRAYER BOTTLE PISTOL GRIP -- (1181)	COVID-19 RESPONSE -- (695)	Each	362	45.25	136	272	407	543	45	1	130	80	49	57			
		FIRE -- (552)	Each	147	18.38	55	110	165	221	45	28	19	17	19	8	11		
		FLEET SERVICES DIVISON -- (342)	Each	3	0.38	1	2	3	5	3								
		PARK PLANNING -- (635)	Each	6	0.75	2	5	7	9					6				
		SIGNS AND MARKINGS -- (744)	Each	2	0.25	1	2	2	3	2								
		WATER -- (762)	Each	1	0.13	0	1	1	2	1								
		WATER NORTH -- (766)	Each	1	0.13	0	1	1	2	1								
CLEANER	CLEANER ALL PURPOSE -- (679)	COVID-19 RESPONSE -- (695)	Each	661	82.63	248	496	744	992	19	244	127	86	101	84			
		DAVIS LIBRARY -- (687)	Each	6	0.75	2	5	7	9	6								
		ENVIRONMENTAL COLLECTIONS -- (748)	Each	48	6.00	18	36	54	72	48								

Begin Date 3/1/2020	End Date 10/31/2020	Category All	Transaction Type All
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Lessons Learned: COVID-19

A Global Procurement Issue: UNPRECEDENTED!!

What *DO YOU* Do when *EVERYONE* is buying the same supplies

- *CENTRALIZE* – Don't compete with yourselves; Avoid Stockpiling
- Leverage your suppliers
- *VET NEW* Suppliers
- *Circle the Wagons*: Leverage with your neighbors
- *PLAN, PLAN, PLAN.....GUESS, GUESS, GUESS*

- Automate as much as possible
 - Ordering, Payments: Leverage your P-Card: but be careful, know who you are buying from
- Be Flexible with your Policies and Procedures
 - While still ensuring Maximum Reimbursements
 - Have pre-established Policies and Procedures
 - Identify decision makers: Need to be nimble when decisions are needed quickly
- Be Resourceful / Think Outside the Box
 - Look for and Promote Alternate product solutions
 - Brokers
 - New Companies
 - Donations
- Don't Panic: Be the Calm in the Room
 - This is Procurements Opportunity to SHINE!

Success Stories / Gaps Discovered

- Automated Contract Development and Execution
- Moved to almost 100% E-Procurement: Even Proposals!
- Streamlined the A/P Process with electronic processes
- Our COOP Plan was geared toward a localized “Physical” disaster
- What are Yours??