



Director Approval - Original Approval Date: _____
Update Approval Date: 6/30/2022
Signature: [Handwritten Signature]

PARKS & RECREATION

Date: 06/30/2016 **Updated:** 06/30/2022 **Date To Be Reviewed:** Five Years – 06/30/2027

Title of Document: 5.2.2.1 LOPR_Emergency Purchasing Procedures

Background:

The City of Lake Oswego City Attorney’s Office and the Finance Department are responsible for establishing procedures related to the requisition and purchase of agency equipment, supplies and services during an emergency.

Procedures:

CAO EMERGENCY PURCHASING PROCEDURES (Private Pages, CAO)

<CAO-Contracts1> (oswego.or.us)

- **Emergency Contracts.** See [OAR 137-047-0280](#) for procedure for declaring and selecting contractor.
 - **“Emergency”** means circumstances that:
 - a. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
 - b. Require prompt execution of a contract to remedy the condition. [LOPCR 46-109(4)]
 - **Emergency or Major Disaster:** When an emergency is formally declared by the city manager or governor, such as **Covid-19 Governor declaration**, contracts to respond to the emergency are exempt from competitive bidding (however when appropriate an effort should be made to seek "competition that is reasonable and appropriate under the circumstances") either under the regular "emergency" provision of [OAR 137-047-0280](#) or [ORS 401.315](#). A memo to the file or the contract "whereas" clause should document the determination that the contract is to respond to the emergency, and the manner of selection (ORS 279B.080).
 - Public improvement emergency contracts are under [ORS 137-049-150](#), which requires a memo that describes the circumstances creating the Emergency and the anticipated harm from failure to enter into an Emergency Contract. The Contracting Agency shall ensure competition that is reasonable and



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appropriate under the Emergency circumstances, and may include Written requests for Offers, oral requests for Offers or direct appointments without competition in cases of extreme necessity, in whatever solicitation time periods the Contracting Agency considers reasonable in responding to the Emergency. Although no dollar limitation applies to Emergency Contracts, the scope of the Contract must be limited to Work that is necessary and appropriate to remedy the conditions creating the Emergency as described in the declaration.

REFER TO PP&P, Section 8, 8.6 LOPR_City Emergency Operations Plan (EOP)

Pertinent Excerpts from City of Lake Oswego Emergency Operations Plan

1.9.2 Financial Management (pg 1-14)

During an emergency, the City is likely to find it necessary to redirect its funds to effectively respond to the incident. Although the authority to adjust department budgets and funding priorities rests with the City Council, emergency procurement authority is delegated to the City Manager. Tracking the expenditures related to an incident is the responsibility of the Finance Section.

If an incident in the City requires major redirection of City fiscal resources, the following general procedures will be carried out:

- The City Manager (or designee) will meet in emergency session to decide how to respond to the emergency funding needs.
- The City Manager (or designee) will declare a state of emergency and request assistance through the County.
- The Mayor and City Council will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident and provide the necessary documentation, a discrete charge code for incident-related personnel time, losses, and purchases will be established by the Finance Section. In addition, copies of expense records and supporting documentation should be maintained for filing FEMA Public Assistance reimbursement requests.

The City Human Resources Director will support procurement issues related to personnel, both volunteer and paid.



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3.3.7 Resource Support (pg 3-8)

Primary City Agency: City Finance Department

Supporting City Agencies: City Manager’s Office, City Attorney’s Office

County Agency: CCDM

Community Partners: Local religious organizations and volunteer organizations, Voluntary Organizations Active in Disaster

Primary State Agency: Department of Administrative Services

Primary Federal Agency: Department of Homeland Security/FEMA

Responsibilities related to resource support include:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to City departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.

5.5.3.4 Finance/Administration (pg 5-9)

The Finance/Administration Section is activated for large-scale incidents or incidents that require emergency funding or use of specialized services and equipment that are not within the City’s resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the

Planning Section. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.

6.6 Funding and Sustainment (pg 6-3)

It is a priority of the City to fund and maintain an EMO that ensures the City’s ability to respond to and recover from disasters. The Emergency Manager, in conjunction with the City Manager, will work with City Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.



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- Ensure that the Council is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

ESF 7 RESOURCE SUPPORT - Finance Department Checklist of Emergency Support Functions (pg ESF 7-8)

- Establish an incident cost code to capture all incident-related costs.
- Provide staff for EOC Finance and Logistics Sections.
- Implement emergency procurement procedures.
- Assist in identifying and acquiring resources to meet emergency needs.
- Coordinate purchasing/acquisition with the requesting department or agency.
- Train departments in expenditure tracking and record-keeping procedures.
- Locate and coordinate use of available space for disaster management and emergency response activities.
- Provide cost and budget information to Section Chiefs, Command, and the City Manager.
- Collect and collate initial damage reports and create an Initial Damage Report for the State.
- Coordinate City information for Public Assistance process.

Appendix B ESF 15 Responsibilities by Phase of Emergency Management - ESF 15 Finance Department (pg 15-7 and 15-8)

- Establish financial protocols for the management of monetary donations.
- Manage the receipt and use of unsolicited and/or undesignated monetary donations in accordance with City, state, and federal statute.

Responsibility/Contacts: Director, Deputy Directors, Managers, Administrative Assistants