Essential Support Function (ESF) # 8: Procurement Services

<table>
<thead>
<tr>
<th>ESF Activation Contact: Cornell University Police (607) 255-1111</th>
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<tr>
<td><strong>Primary Department</strong></td>
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<tr>
<td>Cornell Procurement Services</td>
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<tr>
<td>PH: (607)255-6694</td>
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<tr>
<td>Contact: Daniel Biechele</td>
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<tr>
<td>Alternate: Cindy Jefferson</td>
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<tr>
<td><strong>Support Departments</strong></td>
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<tr>
<td>Cornell University Facilities Services</td>
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<tr>
<td>PH: (607)255-5322</td>
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<tr>
<td>Business Service Centers and Financial Transaction Centers</td>
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<td>Emergency Support Function Staff that are Procurement Card Holders</td>
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<td><strong>External Agencies</strong></td>
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<td>Various suppliers of goods and services</td>
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I. Purpose
a) This ESF lists the Cornell University departments and external agencies responsible for procurement to support the stakeholders during an emergency.

II. Scope
a) Includes all emergencies involving the need for procurement of goods and/or services.

b) Applies to response to and recovery from an emergency event where normal procurement processes are insufficient or need to be centrally coordinated.

c) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.

d) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

III. Situation
a) Emergency Conditions and Hazards
   i) Cornell University may periodically experience emergency and disaster situations that will require response by University resources and outside agencies and the restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

   ii) See Cornell’s Risk Assessment for a description of potential emergencies.

   iii) Such emergencies may require procurement operations outside of normal procurement methods.
iv) Such emergencies may require centralized coordinated procurement to meet the needs as directed by the Incident Commander.

IV. Assumptions

a) Initial emergency response capabilities may be inadequate to contain or control the hazard.

b) Campus departments will follow normal procurement processes when possible (Cornell University Policy 3.25: Procurement of Goods or Services). Emergency Purchases are defined in Policy 3.25.

c) Large or extended incident operations may require ESF-8 Procurement Services support to:
   i) Procure goods or services in a rapid manner.
   ii) Procure goods or services that exceed a department’s rapid (short term) transaction or signature authority or payment ability.
   iii) Coordinate common cross-department purchases to maximize purchasing efficiencies and minimize waste and duplication of effort.

d) Requesting department or personnel will provide or work with representatives of the Procurement Services Office to develop a complete specification for goods or services to be procured.

e) University resources will be quickly overwhelmed.

f) Communication systems may fail during a major incident.

g) Backup processes will be available but may take time to activate.

h) Shortfalls can be expected in both support personnel and equipment.

i) State and federal assistance may not be immediately available.

V. Concept of Operations

a) General
   i) The University Emergency Operations Plan provides overall guidance for emergency planning.
   ii) ESF Annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
   iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.

b) Organization
i) National Incident Management System concepts will be used for response to all incidents.

ii) Incident or Unified Command will be used by responding departments.

iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.

c) Notification

i) Campus incidents involving requests for ESF-8 assistance are to be reported to the Cornell University Police Department (CUPD) Dispatch Center by calling 911 from a campus phone or (607)255-1111 from an off campus phone.

ii) The CUPD Dispatch Center will notify the Cornell Procurement Services representative of the incident or request for ESF-8 assistance. Contact Daniel Biechele (607)255-6694; or if no answer, the Procurement Helpline at (607-254-5300).

iii) As needed, the Procurement Services ESF-8 support designee will contact the procurement card (pcard) coordinator to have emergency procurement card (pcard)(s) increased to $100,000.00 as required.

iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command

d) Direction, Control and Authority to Act

i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.

ii) During the emergency response phase, all responders will be under the direction and control of the incident’s Incident/Unified Command.

iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.

iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.

e) Actions

i) Preparedness
(1) Procurement Services shall develop and maintain procedures, and a cadre of trained personnel to facilitate: emergency procurement card (pcard) limit increases, the temporary pcard limit increase of individuals identified by Incident Management Team members during the emergency event, issuing of emergency POs (e-POs), and coordination of other payment means in coordination with the Division of Financial Affairs management.

(2) Procurement Services shall maintain continuity of operation (COOP) plans for the scope of capabilities identified in the ESF. Service recovery priorities and resources shall be identified in the C-COOP planning tool and further detailed through plans and procedures.

(3) Procurement Services shall develop and maintain a list of vendor resources that could be requested during an emergency.

(4) Procurement Services shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage procurement related support functions.

(5) Develop procedures to document costs for any potential reimbursement.

(6) Participate in exercises and training to validate this annex and any supporting plans and procedures.

ii) Response

(1) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage procurement related support functions.

(2) Coordinate procurement card (pcard) limit increases and issuing of emergency Purchase Orders (ePOs)

(3) Coordinate centralized procurement as needed to support the incident activities.

(4) Assist ESF representatives in locating appropriate suppliers for the incident specific procurement needs.

(5) Coordinate with Facilities Services for the receiving, storage and delivery of goods.

(6) Coordinate and record finance and procurement expense tracking. As needed, the ESF-8 designee will contact General Accounting (dfa-generalaccounting@cornell.edu) in DFA to receive a project code. The emergency project code will be used by all ESFs to track their emergency related expenses.
(7) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF-17 Communications.

iii) Recovery

(1) Coordinate with Facilities Services for the return of unused goods.

(2) Coordinate with Business Service Centers, Financial Transaction Centers and University Controller for expense account management. Work with Risk Management for specific purchases, as appropriate.

(3) Ensure that ESF-8 personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

a) Primary Department: Cornell Procurement Services

i) Serve as the lead agency for ESF-8 providing emergency procurement related support to the response and recovery operations after ESF activation.

ii) Develop, maintain, and update plans and procedures to be used during an emergency.

iii) Identify, train, and assign personnel to serve as ESF-14a representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.

b) Support Departments

i) Develop, maintain, and update plans and procedures for use during an emergency.

ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.

iii) Support the primary department as needed.

VII. Capabilities

a) Cornell University Procurement Services

i) Capable of procuring goods and services to meet the needs of the University and/or Incident Commander.

ii) Maintains a list of preferred and contract suppliers as well as a list of ad-hoc suppliers.

VIII. Resources

a) Procurement Services Supplier List
b) https://www.dfa.cornell.edu/procurement/supplierlistview

c) Procurement Services Website: http://www.procurement.cornell.edu

IX. Policies and Procedures

a) University Policy 3.25, Procurement of Goods and Services

b) Procurement Services procedure for increasing limits on procurement card (pcard)

c) Procurement Services Procedures

X. Attachments

None
## Plan Review and Revision History

<table>
<thead>
<tr>
<th>Summary of Changes</th>
<th>Date</th>
<th>Completed By</th>
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<tr>
<td>Full ESF review and update to version 2.0</td>
<td>6/28/2017</td>
<td>D. Biechele</td>
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<tr>
<td>Version 2.0 updates</td>
<td>9/12/2017</td>
<td>Office Emg. Mgmt.</td>
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