



**Homeland
Security**

Office of Procurement Operations
Office of the Chief Procurement Officer
U.S. Department of Homeland Security
Washington, DC 20528

THE PERSONAL PROTECTIVE EQUIPMENT II (PPE2) FOR OPERATIONAL AND PANDEMIC SUPPORT USER GUIDE

January 2020 Version 8.0

Prepared by the
Office Procurement Operations (OPO)
Departmental Operations Acquisitions Division (DOAD),
and the Office of Health Affairs Acquisition Division (OHAAD)

FOREWORD

The Personal Protective Equipment II (PPE2) for Operational/Pandemic Support User Guide (referred to herein as “PPE2 User Guide”) has been developed to assist in the utilization of Blanket Purchase Agreements (BPA) designed to support and sustain DHS employees.

The vehicles covered within this guide include:

| Commodity | Contract Type |
|-------------------|---------------|
| Garments | BPA |
| Gloves | BPA |
| Goggles | BPA |
| Hand Sanitizer | BPA |
| Respirators (N95) | BPA |
| Surgical Mask | BPA |

This PPE2 User Guide contains the procedures required for use of these vehicles for ordering commodities using the BPAs. It also defines the roles and responsibilities of the major parties involved in the ordering process.

APPENDIX B: PPE2 CONTRACTOR LIST (link sends you directly to Appendix B)

Questions regarding these guidelines and procedures, or those of a technical nature should be directed to the points of contact on the PPE2 Webpage. The Office of Procurement Operations (OPO) will revise these guidelines, as needed, to improve and streamline the process of acquiring commodities available under these vehicles. Additional information and questions may be forwarded to:

PPE2 Program Contact:

Jamen Adamson
Officer’s Representative,
Office of Chief Readiness Support Officer (OCRSO)
Jamen.Adamson@hq.dhs.gov

PPE2 Contract Contact:

Ronald Jean-Baptiste Contracting
Contracting Officer,
Office of Procurement Operations (OPO)
Ronald.Jean-Baptiste@hq.dhs.gov

PPE2 Website

We encourage you to visit the PPE2 Website for further information regarding contract opportunities at: <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Documents/Strategic%20Sourcing/Department-wide-Component-wide%20Contract%20Vehicles%20-%20Currently%20In%20Place/PPE2/Main.htm>

TABLE OF CONTENTS

| | |
|--|----|
| FORWARD | 2 |
| 1. GENERAL INFORMATION | 3 |
| 1.1 Objective..... | 3 |
| 1.2 Scope..... | 3 |
| 1.3 Authorized Users | 3 |
| 1.4 BPA Vehicles..... | 4 |
| 1.5 Fair Opportunity | 5 |
| 1.5.1 Fair Opportunity Requirements..... | 5 |
| 1.5.2 Fair Opportunity to be Considered | 5 |
| 1.5.3 Fair Opportunity Exception Procedures..... | 6 |
| 2. PPE2 ORDERING GUIDELINES | 6 |
| 2.1 Roles and Responsibilities..... | 6 |
| 2.1.1 Office of Chief Readiness Support Officer | 6 |
| 2.1.2 Office of Procurement Operations | 6 |
| 2.1.3 PPE2 Vehicle-Level Contracting Officer (Vehicle CO)..... | 7 |
| 2.1.4 Requiring Office Contracting Officer (RO-CO) – BPA Call-Order Level..... | 8 |
| 2.1.5 Requiring Office | 9 |
| 2.1.6 PPE2 Vehicle-Level Contracting Officer’s Technical Representative (Vehicle COTR)..... | 9 |
| 2.1.7 Requiring Office Contracting Officer’s Technical Representative (RO-COTR) – BPA Call-Order Level | 10 |
| 2.2 BPA Calls/Orders..... | 10 |
| 2.2.1 Metadata Requirements | 12 |
| 2.2.2 Place(s) of Delivery..... | 12 |
| 2.2.3 Inspection and Acceptance | 12 |
| 2.2.4 Deliveries and Distribution..... | 12 |
| APPENDIX A: PPE2 GLOSSARY | 14 |
| APPENDIX B: PPE2 CONTRACTOR LIST | 16 |

1. GENERAL INFORMATION

1.1 Objective

This PPE2 User Guide is intended to assist program officials and DHS component Contracting Officers (CO) (jointly referred to as “Requiring Office”) in how to properly utilize the portfolio of individual PPE2 vehicles.

The Office of Chief Readiness Support Officer (OCRSO), Office of the Chief Human Capital Officer (CHCO) and the Office of Procurement Operations (OPO) have the joint responsibility of ensuring the proper utilization of this ordering guide and making necessary updates to the guide.

1.2 Scope

The scope of Orders under these vehicles shall directly support Daily Operational Requirements as well as Pandemic and other Infectious Conditions for DHS Workforce Protection Program, Personal Preparedness Equipment. The wide array of PPE commodities is derived from the technical specifications described in each individual contract or agreement and consists of six major categories:

- Garments
- Gloves
- Goggles
- Hand Sanitizer
- Respirators
- Surgical Mask

1.3 Authorized Users

The vehicles referenced herein are intended for use by the components of the Department of Homeland Security (DHS) that have procurement authority. This includes: Office of Procurement Operations (OPO), United States Coast Guard (USCG), Customs and Border Protection (CBP), Immigration and Customs Enforcement (ICE), U.S. Citizenship and Immigration Services (USCIS), National Protection and Programs Directorate (NPPD), Transportation Security Administration (TSA), Federal Emergency Management Agency (FEMA), Federal Law Enforcement Training Center (FLETC), United States Secret Service (USSS), CBP Secure Border Initiative (SBI) and ICE Federal Protective Services (FPS).

These vehicles are not Government-Wide Acquisition Contracts (GWAC) and cannot be used by other Federal agencies. All orders will be issued and administered by the Requiring Office.

1.4 BPA Vehicles

| GARMENTS | BPA | POP |
|--------------------------|--|-----------------------|
| HSHQDC-15-A-OSO032 | Advanced Safety Equipment Co. | 9/4/2015 - 9/3/2020 |
| HSHQDC-15-A-OSO033 | Noble Sales Company, Inc. | 9/4/2015 - 9/3/2020 |
| HSHQDC-15-A-OSO034 | Incredible Supply, LLC | 9/4/2015 - 9/3/2020 |
| GLOVES | BPA | POP |
| HSTS05-14-A-OSO007 | Central Association for the Blind Incorporated | 5/24/2014 – 5/26/2019 |
| GOGGLES | BPA | POP |
| HSHQDC-15-A-00018 | Wrigglesworth Enterprises Inc. | 7/10/2015 – 7/09/2020 |
| HSHQDC-15-A-00019 | Noble Sales Co., Inc. | 7/10/2015 – 7/09/2020 |
| HAND SANITIZER | BPA | POP |
| HSHQDC-15-A-00016 | The Travis Association for the Blind | 7/24/2015 – 7/23/2020 |
| RESPIRATORS (N95) | BPA | POP |
| HSHQDC-15-A-00026 | Cartridge Savers Inc. | 9/1/2015 – 8/31/2020 |
| HSHQDC-15-A-00027 | Advanced Safety Equipment Co. | 9/1/2015 – 8/31/2020 |
| HSHQDC-15-A-00028 | Arbill Industries Inc. | 9/1/2015 – 8/31/2020 |
| HSHQDC-15-A-00030 | Lois M Gerson Co. Inc. | 9/1/2015 – 8/31/2020 |
| Surgical Masks | BPA | POP |
| HSHQDC-15-A-00020 | Altitude Technologies Inc. | 8/20/2015 – 8/19/2020 |
| HSHQDC-15-A-00021 | Halyard Health Inc. | 8/20/2015 – 8/19/2020 |
| HSHQDC-15-A-00031 | Hutchins & Hutchins Inc. | 8/20/2015 – 8/19/2020 |

1.5 Fair Opportunity

1.5.1 Fair Opportunity Requirements

All BPA holders will be given an opportunity to compete unless the Delivery Order Contracting Officer processes an LSJ IAW FAR part 8.405-3(c)(2) and Component supplemental guidance. Accordingly, notwithstanding guidance provided in FAR 8.405-3, components placing orders under a multiple BPA vehicle shall forward the associated solicitation to all BPA holders. The Federal Acquisition Streamlining Act (FASA) has established a "general" preference for multiple awards, and in doing so:

- Authorizes exemption from the public notice requirement when placing orders;
- Limits protests in connection with the issuance of orders except on the grounds that the order increases the scope, period, or maximum value of the contract;
- Under the Acquisition Improvement and Accountability Act of 2007, orders valued in excess of \$10 million may be protested for any reason (effective May 2008 and the protest can only be submitted to the Government Accountability Office (GAO)); and
- Mandates that multiple awardees have a fair opportunity to be considered for orders in excess of \$3,000.

Each contractor shall have a "fair opportunity to be considered" for each BPA Call order requirement greater than \$3,000. Unless one of the exceptions cited at FAR 16.505(b)(2) applies, the Requiring Office CO will announce each requirement greater than \$3,000 to all eligible contractors who have received an award for the applicable type of commodity called for under the requirement.

The PPE2 Contractor List is located above in Section 1.4 of this guide.

1.5.2 Fair Opportunity to be Considered

In accordance with FASA and FAR Part 16.505(b)(2), the Requiring Office CO (RO-CO) will provide all contractors a fair opportunity to be considered for each order in excess of \$3,000, unless one of the conditions below applies:

- The agency need for such commodities is so urgent that providing a fair opportunity would result in unacceptable delays;
- Only one (1) awardee is capable of providing the required commodity, at the level of quality necessary, because the commodity required is unique or highly specialized;
- The BPA Call

order must be issued on a sole-source basis, in the interest of economy and efficiency, because it is a logical follow-on to an order already issued; and/or

- It is necessary to place an order to satisfy a minimum guarantee.

1.5.3 Fair Opportunity Exception Procedures

The elimination of any PPE2 contractor from competition requires a written explanation and is developed as a part of the PR Package. Such explanation might include conflict of interest or any of the conditions listed in Fair Opportunity Exceptions. The RO-CO, or other designated agency official, in accordance with agency regulations and in compliance with FAR 16.505(b)(2), must sign the exception rationale. This rationale documentation shall be placed in the purchase file.

2. PPE2 ORDERING GUIDELINES

This section defines the roles and responsibilities of major parties integral to the ordering process, explains the categories of products, and provides the procedures for ordering operational and countermeasure commodities under this PPE2 User Guide.

2.1 Roles and Responsibilities

The following describes the roles and responsibilities of the various parties involved in the contracting process. These roles and responsibilities, while not explicitly explained in such terms, are integral to all phases of the acquisition lifecycle, from pre-solicitation, solicitation and award to post-award administration.

2.1.1 Office of Chief Readiness Support Officer

Oversight with Components placing orders, including:

- Review ordering requirements to ensure they are within the scope of the BPA;
- Monitor order quantities to ensure BPA ceiling amounts are not exceeded;
- Track ordering volumes by product and model for component inventory; and
- Departments Asset Management System visibility into program status and analyses of spending and inventory

2.1.2 Office of Procurement Operations

The Office of Procurement Operations (OPO) role is multi-faceted and includes the vehicle administration activities of the CO; additionally, OPO:

- Ensures that the Requiring Office is aware of their responsibilities and of the scope of the PPE2 vehicles;
- Notifies Vehicle CO's regarding applicability of appropriate Defense Priorities and Allocation Priority ratings for PPE2
- Maintains a level of program integrity that prevents contractual or programmatic problems;
- Promotes continuous process improvement;
- Promotes guidance and provides assistance to the requiring activity using the PPE2 vehicle; and
- Conducts periodic compliance audits on orders issued by the RO-COs.

The OPO is available to assist the Requiring Office and PPE2 contractors, throughout the acquisition process.

2.1.3 PPE2 Vehicle-Level Contracting Officer (Vehicle CO)

The PPE2 Vehicle-Level Contracting Officer (Vehicle CO) has the overall responsibility for the administration of the PPE2 vehicles. The Vehicle CO is the only individual authorized to take actions on behalf of the Government to amend, modify or deviate from the vehicle terms, conditions, technical requirements and/or specific products.

Tracy Miller (OHAAD) is the Vehicle-Level Contracting Officer for the following actions:

- Garments BPAs
- Gloves BPAs Ingrid Pascall, TSA Office of Acquisition is the Vehicle-Level Contracting Officer ([70T05019A9NOS007](#))
- Goggles BPAs
- Hand Sanitizer BPAs
- Respirator ID/IQs
- Surgical Mask

The Vehicle CO is responsible for overall administration and final closeout of the vehicles and, when necessary, shall:

- Conduct periodic meetings with vendors to ensure contract compliance, discuss necessary administrative modifications as well as any other pertinent business the Vehicle CO deems necessary;
- Ensure compliance with vehicle requirements;
- Provide scope oversight;
- Serve as liaison between the contractor and DHS at the vehicle level;

- Issue the Vehicle CO's final decision and handle all vehicle-level contractual disputes under the Contract Disputes Act;
- Issue all modifications against the vehicles;
- Ensure that BPA Call orders are within the scope of the BPAs; and
- Oversee procurement process from pre-solicitation through vehicle administration to final vehicle closeout.

2.1.4 Requiring Office Contracting Officer (RO-CO) – BPA Call-Order Level

The Requiring Office CO (RO-CO) is responsible for the issuance of the BPA Call and for oversight and execution of those orders. RO-CO authority enables the delegation of specific responsibilities to BPA Call-Level Contracting Officer's Technical Representatives (COTRs) for the administration and day-to-day management of orders.

The RO-CO is responsible for the overall administration and final closeout of the orders and, when necessary, shall:

- Provide scope oversight;
- Serve as liaison between the contractor and DHS at the order level;
- Assist in expediting orders;
- Ensure compliance with order requirements;
- Issue solicitations and receive technical and cost/price proposals;
- Approve or withhold payment or authorize partial payment of invoices;
- Ensure the administration and final closeout of orders;
- Forward an end-of-fiscal-year notification to the program office, OCRSO (either by memo, letter, or electronically) stating which POs awarded in the preceding fiscal year are closed and final disposition complete, including release of claims letters (if applicable);
- Complete contractor performance evaluations, with input from the Vehicle- and BPA CallLevel COTRs as well as the Requiring Office using the Contractor Performance Assessment Reporting System (CPARS) at <http://www.cpars.csd.disa.mil/cparsmain.htm>;
- Designate the BPA Call Level COTR after confirming training and certification;
- Provide a copy of the COTR designation letter to the BPA Call-Level COTR and contractor;
- Maintain contract file copies of any exception to fair opportunity procedures and award documentation; and
- For any brand name only justifications, establish and maintain proper contract documentation.
- Ensures Congressional Notification in accordance with HSAM 3005.303-70
- Be aware of applicability of DPAS ratings in accordance with current guidance from the OCPO

2.1.5 Requiring Office

The Requiring Office (Component) is responsible for preparing the Request for Quote (RFQ). The RFQ shall contain, at a minimum, the following:

- Requirements Statement;
- Independent Government Cost Estimate (IGCE);
- Solicitation instructions (including response due date);
- Contractor evaluation criteria and evaluation plan;
- Name, title, address, phone number, e-mail, and fax of requisitioner/requiring activity program and/or project manager and other pertinent Points of Contact (POC); and
- Appropriateness Certification (see Appendix D).

Also include the following, as applicable:

- Fair opportunity exception (see Section 1.5.3);
- Brand name only justification;
- Other pertinent statute/regulation requirements; and
- Indicate if Defense Priority rating is necessary

2.1.6 PPE2 Vehicle-Level Contracting Officer's Technical Representative (Vehicle COTR)

The Vehicle CO has designated a single COTR for all the vehicles identified in this PPE2 User Guide. This individual is referred to hereafter as the "Vehicle COTR". This designation is to differentiate between the single COTR, identified for all the vehicles by the Office of Procurement Operation, and the individual COTRs identified at the BPA Call level by the RO-COs.

The Vehicle COTR is responsible for day-to-day coordination and management of the technical aspects of the various vehicles. It is the Vehicle CO's responsibility to confirm that the designated individual is a trained, certified COTR. Each office authorized to use the PPE2 vehicles will provide a Requiring Office COTR (RO-COTR) for their respective order as defined in Section 2.1.7.

The Vehicle COTR will be assigned to cover all vehicles and will:

- Continually review contractor performance;
- Continually review inspection and quality control requirements for applicable products; and
- Complete the contractor performance evaluations using the Contractor Performance Assessment Reporting System (CPARS) at <http://www.cpars.csd.disa.mil/cparsmain.htm> with respect to each vehicle.

The Vehicle COTR is not authorized to make any representations or commitments of any kind on behalf of any CO. The Vehicle COTR does not have authority to alter the contractor's obligations or to change the order specifications, pricing, terms or conditions. If, as a result of technical discussion(s), it is desirable to modify vehicle requirements or the specifications, changes will be issued in writing and signed by the Vehicle CO.

2.1.7 Requiring Office Contracting Officer's Technical Representative (RO-COTR) – BPA CallOrder Level

The RO-CO should designate, for each order, a Requiring Office COTR (RO-COTR) who will be responsible for the day-to-day coordination and management of the technical aspects of the order. It is the RO-CO's responsibility to confirm that the designated individual is a trained, certified COTR. Each RO-CO will appoint a RO-COTR for their respective orders. A copy of the ROCOTR letter of designation, identifying specific duties and responsibilities, will be provided to the contractor.

The RO-COTR will be assigned to cover all requirements and will:

- Continually review Product quantities, delivery locations and delivery dates;
- Continually review Inspection and quality control requirements for applicable products;
- Ensure final inspection and acceptance of all BPA Call deliverables and reports and such other responsibilities as may be specified in the BPA Call; and
- Complete the contractor performance evaluations using the Contractor Performance Assessment Reporting System (CPARS) at <http://www.cpars.csd.disa.mil/cparsmain.htm>) with respect to each order.

The RO-COTR is not authorized to make any representations or commitments of any kind on behalf of the RO-CO or the Government. The RO-COTR does not have authority to alter the contractor's obligations or to change the BPA Call specifications, pricing, terms or conditions. If, as a result of technical discussion(s), it is desirable to modify order requirements or the specifications, changes will be issued in writing and signed by the RO-CO.

2.2 BPA Calls/Orders

Deliveries under the PPE2 vehicles shall be accomplished in accordance with the terms stated in the BPA Call/Order.

- a) BPA Calls may be placed directly under these BPAs when the needs arise. The Government anticipates the frequency of ordering will be on an as-needed basis. All BPA Calls will be placed on a Firm-Fixed Price basis. BPA Calls will be within the scope, issued within the delivery period, and be within the maximum value of the BPA. Only the Contracting Officer for the BPAs may modify the agreement to change the scope, period, or maximum value as allowed by law.

- b) The BPA Calls will be in writing (via mail, e-mail, or fax) and include a description of the required services. **A DHS-signed proof of delivery must accompany supplier's invoice. Non-compliance will result in a possible delay of payment to supplier and/or refusal of invoice**
- c) The BPA holder shall submit a quotation in accordance with the BPA Call Contracting Officers' instructions. The information that the BPA Call Contracting Officer requests from the BPA holder shall be the minimum needed.
- d) The ordering activity may place orders at or below the micro-purchase threshold with any BPA holder that can meet the agency needs. The ordering activity will attempt to distribute any such orders among the BPA holders.
- e) For orders exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold:
 - i. The ordering activity will provide each multiple-award BPA holder a fair opportunity to be considered for each order exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold unless one of the exceptions at FAR 8.4056(a)(1)(i) applies.
 - ii. The ordering activity need not contact each of the multiple-award BPA holders before placing an order if information is available to ensure that each BPA holder is provided a fair opportunity to be considered for each order.
 - iii. The ordering activity Contracting Officer will document the circumstances when restricting consideration to less than all multiple-award BPA holders offering the required supplies and services.
- f) Orders exceeding the simplified acquisition threshold:
 - i. The ordering activity will place an order in accordance with FAR 8.405- 3(c)(2)(iii)(A)(J), (2) and (3), unless the requirement is waived on the basis of a justification that is prepared and approved in accordance with FAR 8.405-6. The ordering activity will-
 - (1) Provide an RFQ to all BPA holders offering the required supplies or services under the multiple-award BPAs, to include a description of the supplies to be delivered and the basis upon which the selection will be made;
 - (2) Afford all BPA holders responding to the RFQ an opportunity to submit a quote; and;
 - (3) Fairly consider all responses received and make award in accordance with the selection procedures.

- ii. The ordering activity will document evidence of compliance with these procedures and the basis for the award decision.
- g) Government-wide commercial purchase card is authorized for use in making and/or paying for purchases of supplies under this BPA in accordance with each component policy and procedures.

2.2.1 Metadata Requirements

Metadata is the reference data that will be entered into a DHS Asset Management System prior to entering any transactional data. Metadata is provided by the Contractor and entered by DHS following contract award. Transactional data is the **actual data that describes the commodity purchase transaction and is reported monthly.** Data element metrics are required. The required format of receiving data sets is either Excel (.xls) or .CSV format.

2.2.2 Place(s) of Delivery

Delivery locations will be stated in each Blanked Purchase Agreement (BPA) Call at the time of order.

2.2.3 Inspection and Acceptance

- a) The Government reserves the right to inspect all supplies in accordance with the BPA requirements and as called for by the BPA Call.
- b) The COR shall review deliverables prior to acceptance and provide the Contractor with an email that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR shall send an e-mail to the Contractor notifying it that the deliverable has been accepted.
- c) The COR shall have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal and this SOW. In the event of a rejected deliverable, the Contractor shall be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.
- d) The COR will have 15 business days to review deliverables and make comments. The Contractor shall have 10 business days to make corrections and redeliver.

2.2.4 Deliveries and Distribution

- a) The Contractor shall provide Free On Board (F.O.B.) Destination shipping. Shipping to DHS's points of distribution is the sole responsibility of the Contractor.
- b) The Contractor, or Contractor's carrier, shall notify the receiving facility's point of contact of all deliveries via written communications using email in order to ensure coordination of the delivery.
- c) The Government will provide specific delivery addresses, point(s) of contact and quantities at the time of order.
- d) The Government may identify special delivery instructions, to include, but not limited to "lift gate" and/or "inside delivery" at the time of order, for some or all delivery locations. The Contractor, or Contractor's carrier, must be prepared to handle the special delivery requirements indicated at no additional charge to the DHS receiving location. In other cases, a

width restriction is identified (by delivery location) to ensure the full pallet can be properly received.

- e) The Contractor shall deliver items to designated DHS location(s) no later than fourteen (14) calendar days after receipt of order, unless otherwise specified at time of order.
- f) The Government may accept partial or staggered deliveries. The Contractor shall provide notification via written communication through email and receive written approval from the Contracting Officer and/or Contracting Officer's Representative for partial or staggered deliveries.
- g) Staggered delivery conditions: When staggered delivery is required, a minimum of fifty (50) percent of the total order shall be delivered as part of the first partial delivery. The remaining materials shall be delivered no later than twenty-one (21) calendar days following receipt of order.
- h) Special delivery options: The Government reserves the right to require expedited delivery options on an as needed basis, including but not limited to the following:
 - 1 -*Overnight express* shall include ground and/or air delivery, as needed. Contractor shall deliver materials within twenty-four (24) hours after receipt of order.
 - 2 -*Expedited shipping* shall deliver materials within seventy-two (72) hours after receipt of order.
 - 3 -Additional delivery costs for overnight and expedited delivery will be the responsibility of the Government.
- i) The Contractor or Contractor's representative (carrier) shall exercise standard care to protect the items until safely delivered to the points of delivery.
- j) **Direct Distribution** – The Contractor, or Contractor's Carrier shall distribute items directly from the Contractor or Contractor's facility to the address(es) specified by the requesting organization at the time of order.
 - All direct distribution orders shall specify:
 - Attn: DHS Personal Protective Equipment
 - Name of receiving organization
 - Point of contact: name, phone number
 - Normal delivery hours: Time XX - XX Monday - Friday
 - Address
 - City, State, zip code
- k) **Hub and Spoke Distribution** – The Contractor, or Contractor's Carrier shall distribute items to multiple DHS preferred, strategically located hub facilities throughout the continental United States. The designated hub facility will be identified at the time of order.
 - All hub and spoke distribution orders shall specify:
 - Attn: DHS Personal Protective Equipment Name
 - of receiving organization
 - Point of contact: name, phone number
 - Normal delivery hours: Time XX - XX Monday - Friday
 - Address
 - City, State, zip code

APPENDIX A: PPE2 GLOSSARY

This glossary is not intended to be a comprehensive list of acquisition terminology. These terms are commonly found within this User Guide and are included for clarification.

Best Value – The expected outcome of an acquisition that, in the government’s estimation, provides the greatest overall benefit in response to the requirement. FAR 2.101. Best Value may be achieved by using one or a combination of the following source selection approaches: 1) Tradeoff Process and 2) Lowest Price Technically Acceptable source selection process.

Blanket Purchase Agreement – A simplified method of filling the government’s anticipated repetitive needs or supplies or services by establishing charge accounts with qualified sources of supply. FAR 13.303.

Debriefing – May be either oral or written and are held with unsuccessful offerors, when requested. At the debriefing, the information in evaluations, which is based solely on the factors in the solicitation, is used to explain how the unsuccessful offeror’s proposal was rated under each specific evaluation criterion. The evaluation criteria discussed at the debriefings must include only those that can fairly and properly be used for determining source selection and shall only include information that pertains to the offeror being briefed (i.e., information shall not be provided relative to other offerors’ proposals or scoring thereof). See FAR 15.505 and 15.506. Note that the names of individuals providing reference information about an offeror’s past performance must also not be revealed.

BPA Call – An order for supplies placed against an established agreement/contract or with Government sources of supply. Orders must be issued in accordance with the procedures in FAR 8.405-3.

“Fair-Opportunity-to-be-Considered” Rule – All contractors are considered to possess the basic qualifications for success in delivery of those categories of PPE2 encompassed in the awarded BPAs established with them. Therefore, the statutory and regulatory requirement for “fair opportunity to be considered” (based on the Federal Acquisition Streamlining Act (FASA) and Federal Acquisition Regulation (FAR) 16.5) will be deemed to have been met by the announcement (through the designated Internet website or e-mail) of all purchase order solicitations for requirements that do not fall under one of the exceptions at FAR 16.505(b) (2) (See Appendix C for the exceptions).

Federal Acquisition Streamlining Act (FASA) – Public Law 103-355 was enacted in October 1994 and was designed to simplify and streamline the federal procurement process. FASA raised the small purchase threshold from \$25,000 to \$100,000 and designated this as the simplified acquisition threshold.

Firm Fixed-Price (FFP) Contract – A contract suitable for acquiring commercial items or for acquiring supplies or services on the basis of reasonable definite functional or detailed specifications, when the contracting officer can establish fair and reasonable prices at the outset.

Homeland Security Acquisition Manual (HSAM) – A manual that contains Department of Homeland Security (DHS)-wide acquisition policy and procedures. It implements and supplements the Federal Acquisition Regulation (FAR) and the Homeland Security Acquisition Regulation (HSAR). It is non-regulatory in nature and provides uniform procedures for the internal operation of acquiring supplies and services within DHS. The HSAM format conforms to the arrangement and numbering system of the FAR and HSAR and is divided by chapters and subchapters. The HSAM is not a standalone document and must be read in conformance with the FAR and HSAR. The electronic version of HSAM is provided at www.dhs.gov and DHS online.

Independent Government Cost Estimate (IGCE) – Assists the delivery order contracting officer in determining the reasonableness of a contractor's cost and technical proposals/quotes. The IGCE is prepared by the requisitioner and submitted as part of the procurement request. It is for GOVERNMENT USE ONLY and should not be made available to the PPE2 contractors. Requisitioners may obtain information for developing an IGCE from Section B of the PPE2 contracts.

Indefinite Delivery Indefinite Quantity (ID/IQ) Contract – A contract for supplies/services that does not require or specify a firm quantity of supplies/services (other than a minimum or maximum quantity) and/or is used when the exact times of future deliveries are not known at the time of contract award. ID/IQ contracts are also known as delivery order or task order contracts that provide for the issuance of orders for the performance of tasks during the period of the contract.

Performance Standards – Standards that establish the performance levels required by the Government. Examples of performance standards include: quality standards (condition, error rates, accuracy, form/function, reliability, maintainability), quantity standards (capacity, output, volume, amount), and timeliness standards (response times, delivery, completion times, milestones).

Small Business Administration Procurement Center Representative (SBA PCR)—Procurement professionals, located in SBA area offices, responsible for the review and evaluation of small business programs in federal agencies and for assisting small businesses in obtaining federal contracts and subcontracts. An SBA PCR reviews proposed procurement opportunities and subcontracting plans to ensure compliance with applicable laws and regulations.

APPENDIX B: PPE2 CONTRACTOR LIST

GARMENTS, GLOVES, GOGGLES, RESPIRATORS & HAND SANITIZER, BPA CONTRACTORS

GARMENTS

| General Information | For Orders Please Contact |
|--|---|
| <u>Advance Safety Equipment Co.</u> HSHQDC-15-A-00032 (b)(6) 5321 Cleveland St STE 201 Virginia Beach, VA 23462-6552 (b)(6)@advancesafetysupply.com | (b)(6) Phone: (b)(6) (b)(6)@advancesafetysupply.com |
| <u>Noble Sales Co., Inc.</u> HSHQDC-15-A-00033 Thomas W. Noble III, Vice President 104 Longwater Drive, Norwell, MA 02061 P: (b)(6) F: 781-871-7449 (b)(6)@noble.com | (b)(6) (b)(6) (b)(6)@noblesupply.com |
| <u>Incredible Supply LLC</u> HSHQDC-15-A-00034 (b)(6) 2204 Popular Point Road Virginia Beach VA 23245-2027 (b)(6)@incrediblesupply.com | (b)(6) (b)(6) sales@incrediblesupply.com |

GLOVES

| | |
|---|---|
| <u>Central Association for the Blind Inc.</u> 70T05019A9NOS007 (b)(6) 507 Ken Street Utica New York 13501-2317 (b)(6)@cabvi.org | To place an order online, please go to customerservice@cabvi.org Please reference BPA number 70T05019A9NOS007 Telephone & Fax ordering procedures Orders can also be placed via Phone - 877-719-9996 Fax - 315-797-2233 |
|---|---|

GOGGLES

| | |
|---|---|
| <u>Wrigglesworth Enterprises Inc.</u> HSHQDC-15-A-00018 Wendy Wrigglesworth, President | (b)(6) Please reference the BPA number when ordering to ensure you receive proper pricing and terms. |
|---|---|

| | |
|---|---|
| 3516 South College Road, Wilmington, NC 28412-0912 (b)(6) @wesourceusa.com | gov@wesourceusa.com sales@wesourceusa.com Contingency (b)(6) @wesourceusa.com |
| <u>Nobles Sales Co., Inc.</u> HSHQDC-15-A-00019 Thomas W. Noble III, Vice President 104 Longwater Drive, Norwell, MA 02061 P: (b)(6) F: 781-871-7449 (b)(6) @noblesales.com | (b)(6) (b)(6) (b)(6) @noblesupply.com |

HAND SANITIZER

| | |
|---|--|
| <u>Travis Association for the Blind</u> HSHQDC-15-A-00016 Jerry A Mayfield, Exec. Director P.O. Box 3297 Austin Texas 78764-3297 | sales@austinlighthouse.org (b)(6) Customer Service Manager 2307 Business Center Drive Austin, TX 78744, (b)(6) (b)(6) @austinlighthouse.org |
|---|--|

SURGICAL MASK

| | |
|---|--|
| <u>Altitude Technologies Inc.</u> HSHQDC-15-A-00020 Jessica Denison, COO 54 Girard Street Unit A Durango, CO 81303-8236 800.766.1365 ext (b)(6) (b)(6) @chinookmed.com | ALTITUDE TECHNOLOGIES (DBA) CHINOOK MEDICAL GEAR, INC. For Chinook Please use dhsmaskbpa@chinookmed.com or call 800.766.1365 ext (b)(6) or direct dial (b)(6) (b)(6) Email and phone is monitored 8am to 5pm Monday – Friday (b)(6) @chinookmed.com |
| <u>Halyard Health Inc.</u> HSHQDC-15-A-00021 (b)(6) National Accounts /Government 5405 Windward Pkwy Alpharetta, GA 30004-3894 (b)(6) @hyh.com | Orders for 20 cases or more: 1-844-425-9273) – Fax 877-754-6746 myhalyardorders@hyh.com <i><u>Please reference DHS – Eligible for Mask</u></i> <i><u>47080 Special Pricing</u></i> Orders for 19 cases or less: Veterans Healthcare Supply Solutions, Inc. 13949 Alvarez Road, Suite 300, Jacksonville, FL 32218 904-638-5519– Fax 904-638-5522 Email: sales@vhss1.com |

| | |
|---|---|
| <p><u>Hutchins & Hutchins Inc.</u> HSHQDC-15-A-00022 (b)(6) Customer Service Representative 39 Hutchwood Lane Waynesboro, VA 22980-7336 (b)(6) (b)(6)@yourcleanroomsupplier.com</p> | <p>(b)(6)@yourcleanroomsupplier.com Phone number (b)(6)</p> |
| <p><u>N95 RESPIRATORS</u></p> | |
| <p><u>Cartridge Savers Inc.</u> HSHQDC-15-A-00026 (b)(6) 2801 Coho Street, STE 206 Madison, WI 53713 (b)(6) (b)(6)@cartridgesavers.com</p> | <p>(b)(6) Cartridge Savers, Inc. 2801 Coho Street, STE 206 Madison, WI 53713 (b)(6)@cartridgesavers.com (b)(6) Fax 608 227-7285</p> |
| <p><u>Advanced Safety Equipment Company</u> HSHQDC-15-A-00027 (b)(6) (b)(6) PO Box 1111 Virginia Beach, VA 23451-0111 (b)(6) (b)(6)@advancesafetyequip.com</p> | <p>(b)(6) Advanced Safety Equipment Company PO Box 1111 Virginia Beach, VA 23451-0111 (b)(6)@advancesafetyequip.com 757-248-8802</p> |
| <p><u>Arbill Industries, Inc.</u> HSHQDC-15-A-00028 (b)(6) 10450 Drummond Road Philadelphia, PA 19154-3806 (b)(6) (b)(6)@arbill.com</p> | <p>(b)(6) Arbill Industries, Inc. 10450 Drummond Road Philadelphia, PA 19154-3806 (b)(6)@arbill.com (b)(6)</p> |
| <p><u>Louis M. Gerson Company, Inc.</u> HSHQDC-15-A-00030 (b)(6) 16 Commerce BLVD Middleboro, MA 02346-2228508-923-3077 (b)(6)@gersonco.com</p> | <p>(b)(6) M. Gerson Company, Inc. 16 Commerce BLVD Middleboro, MA 02346-2228 (b)(6)@gersonco.com (b)(6)</p> |

FEMA COVID-19 Senior Leader Exercise
Summary of Conclusions
March 6, 2020

Background

On March 6, 2020, FEMA's Chief Operating Officer, Mary Comans, hosted a senior leader exercise to examine FEMA's emergency operations and contingency plans for an emerging infections disease outbreak in the United States. The exercise included representatives from across the Agency, to include the ten FEMA Regions, Mission Support, Resilience, and the Office of Response and Recovery. Four objectives drove exercise discussion: identify and establish triggers and review associated mitigation measures; discuss duty to maintain essential steady-state functions and services with enhanced employee protections and/or widespread absenteeism; examine FEMA's plans to maintain operational readiness for on-going and future disaster operations; and explore challenges associated with increased staff protective measures during emergency disaster response operations/Stafford Act.

Ms. Comans directed participants to focus on the Administrator's intent – to protect the workforce and deliver the FEMA mission. In the course of the discussion, participants examined a range of scenarios from an employee experiencing symptoms of COVID-19, to the confirmation of multiple employees who have COVID-19. The following serves as a summary of discussion and action items pertaining to the exercise.

Summary of Discussion

Employee Protection

- In many scenarios, participants agreed that existing policies and procedures are in place to guide immediate actions and notifications. The Chief Component Human Capital Officer (CCHCO), Karen Filipponi, noted that FEMA must work within Departmental and Office of Personnel Management (OPM) guidance when issuing Agency-specific protocols or procedures. The priority for CCHCO is to provide immediate guidance to supervisors on how to use their existing authorities to respond to employee concerns and to continue to work with the Department on COVID-19 specific guidance and policy.
 - Action: CCHCO will provide guidance to all FEMA supervisors for responding to employees who report having symptoms of COVID-19, have travelled internationally to locations with high incidences of COVID-19, or have other reason for concern about exposure to COVID-19. CCHCO will continue to update this guidance, in coordination with the Department, as the situation changes. (Due Date: March 6, 2020)
- Every scenario is unique, and participants agreed that there is not one clear set of criteria for determining when a larger coordination mechanism, such as an Agency "Blast-Call" should be initiated to consider courses of action. FEMA leaders should use their best judgement on when to elevate individual cases for senior leader awareness. Deputy Associate Administrator, Mission Support, Eric Leckey, noted that should a FEMA employee test positive for COVID-19, Public Health Organizations from outside FEMA will engage in the response. It is important that organizations across FEMA continue to communicate with all appropriate offices when

considering collective response actions to ensure consistency across the Agency and appropriate compliance with the Department and OPM.

- Action: Response Operations will include CCHCO, the Office of Employee Health and Safety, and mission support leadership on any Blast calls concerning COVID-19. (Due Date: Ongoing).
- Action: All Agency Senior Leaders should communicate expectations to their teams and remind them of how to engage employees reporting illness. (Due Date: on-going).
- Should a FEMA facility close due to COVID-19, FEMA must work with the Department, OPM, and public health officials to determine when to re-open the facility and provide access to employees. The Office of Employee Health and Safety will work with Public Health officials to understand cleaning requirements and ensure the building is safe to re-open.
 - Action: The Chief Administrative Officer will examine existing cleaning contracts and work with the Chief Procurement Officer to determine if contract modifications or new solicitations are needed to support cleaning efforts. (Due Date: March 10, 2020)
 - Action: Mission Support will provide guidance regarding building closures, cleaning, and return to work procedures to External Affairs to support employee messaging. (Due Date: as needed).

(b)(5)

Executing the Mission

- The Deputy Assistant Administrator for National Continuity Programs, Dan Lipka, noted that when managing a COVID-19 epidemic, the Agency should focus on how to maintain its day-to-day functions. While telework is a major component of this, offices should identify lines of business they cannot execute in a telework environment and begin making alternate plans for those employees. Ms. Filippini noted that new telework policy is currently in development, and the policy will provide specific instructions for issuing mandatory telework and teleworking when providing child-care.
 - Action: All organization should review their day-to-day operations and develop contingency plans for activities that are not telework eligible (e.g. activities requiring access to secure facilities). (Due Date: Immediately)
 - Action: All supervisors should update employee telework agreements and remind employees to take home essential equipment each night. (Due Date: Immediately)
 - Action: The Field Operations Directorate will collaborate with OCCHCO on new telework policy to ensure it is adequate for all incident workforce members. (Due Date: Immediately)
- The Chief Information Officer (CIO), Ms. Lytwaive Hutchinson, provided an overview of the FEMA-wide connectivity drill scheduled for Tuesday, March 10. The goal of the drill is to test the ability of FEMA employees to successfully connect to the network remotely through use of the Virtual Private Network (VPN). During normal operations, an average of 3,000 FEMA employees access the network through VPN to conduct their work. In the event of an Agency-wide telework requirement, OCIO estimates the network would need to support 20,000 users. The Connectivity Drill will allow the OCIO to determine network limitations, which will in turn inform other decisions such as the requirement for the Agency to use shift work or alternate work locations to maintain Agency functions. OCIO will provide feedback for the drill within 48 hours of the event, which will include feedback on the user experience from employees.

- Action: OCIO will inform all Agency employees of the need to connect to the VPN for a minimum of four continuous hours on March 10. (Due Date: March 9, 2020).
- Action: The Field Operations Directorate will determine if funding is available for non-deployed reservists to participate in this drill, therefore expanding the number of users accessing the network. (Due Date: March 9, 2020)
- Action: OCIO will provide the results of the drill and recommend additional tests as needed to determine the capacity of the VPN. (Due Date: March 13, 2020)