

Emergency Operations Center (EOC) Skillset: Purchasing Unit

Task Category:

Purchasing Unit Activation Phase Checklist

Purchasing Unit Operational Phase Checklist

Purchasing Unit Demobilization Phase Checklist

Task Categories: Complete Purchasing Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the Tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Purchasing Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ISM 214) and other necessary files.	C, E, F, I, T, A		
3. Review emergency purchasing procedures and coordinate with the Supply Unit on all matters involving the need to exceed established purchase order limits.	C, E, F, I, T, A		
4. Prepare and sign contracts as needed, obtaining concurrence from the Finance/Admin Coordination Section Chief prior to issuance.	C, E, F, I, T, A		
5. Review all contracts to ensure a clearly identified scope of work and specific site locations.	C, E, F, I, T, A		
6. Negotiate rental rates and purchase prices with vendors, as required.	C, E, F, I, T, A		
7. Finalize all agreements and contracts, as required.	C, E, F, I, T, A		
8. Complete final processing and send documents to State Auditor's office for payment.	C, E, F, I, T, A		
9. Verify costs data in pre-established vendor contracts and/or agreements.	C, E, F, I, T, A		
10. Negotiate terms to establish contracts with new vendors if pre-established vendors cannot meet required contract or resource needs. Collect all applicable vetting documents prior to enacting contracts with a new vendor.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
11. Oversee all financial aspects of vendor contracts.	C, E, F, I, T, A		
12. In coordination with the Logistics Coordination Section, ensure the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	C, E, F, I, T, A		
13. Document all contract, procurement orders, and payments.	C, E, F, I, T, A		
14. Keep the Finance/Admin Branch Director informed of all significant issues involving the Purchasing Unit.	C, E, F, I, T, A		
15. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Purchasing Unit SEOC Demobilization Phase Checklist

16. Ensure all copies of contracts, purchase orders, and invoices are provided to the Documentation Unit and appropriate agencies/departments.	C, E, F, I, T, A		
17. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		