

Disaster Debris Contract Checklist

The Disaster Debris Contract Checklist was designed to guide jurisdictions in contracting disaster debris services. The checklist provides a step-by-step process to procuring disaster debris services that complies with current federal standards and best practices. The checklist includes the steps to solicit bids, review proposals, and select an appropriate contractor. The checklist was developed using guidance set forth by the Federal Emergency Management Agency (FEMA) and the provisions of Title 2 Code of Federal Regulations (CFR) Part 200 General Procurement Standards.

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Task	Responsibility	Completion Date
Pre-Disaster Tasks		
Solicit a request for proposals for disaster debris services.		
<p>The solicitation for prequalified contractors should include:</p> <ul style="list-style-type: none"> ■ Adequately defined scope of work ■ All potential debris types ■ Anticipated haul distances ■ Potential size of debris events ■ Hourly labor, equipment and material price schedule ■ Performance bond requirements 		
<p>Qualify bidders by requesting documentation of the following:</p> <ul style="list-style-type: none"> ■ Licenses ■ Financial stability ■ Proof of insurance ■ Bonding capability ■ Description of related experience and capabilities including total verified cubic yards removed and processed ■ References including jurisdiction name, point of contact, email address and phone number ■ Description of health and safety plan including operation plan at debris management site(s). 		
<p>Contractors that have been declared debarred by the Office of Federal Contract Compliance Programs (OFCCP) should not be considered. A complete list of federally disbarred contractors can be found in the System for Award Management (SAM) dataset at www.sam.gov.</p> <p>Check the status of prequalified contractors in the SAM database at the time of the disaster.</p> <ul style="list-style-type: none"> ■ Go to the SAM Database at https://www.sam.gov/portal/public/SAM/. 		

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<ul style="list-style-type: none"> ■ Under the Search Records tab, enter a DUNS number, CAGE code or Business Name to search for the contractor you are interested in pre-qualifying. ■ Note any exclusions listed for the contractor that may prohibit federal assistance for debris services. ■ Print the screen with the results and file in records. 		
Ensure compliance with the jurisdiction's procurement procedures.		
Ensure compliance with applicable state and local procurement laws and regulations.		
Ensure compliance with federal procurement laws and standards identified in 2 CFR 200 (see Tab A).		
Ensure competition (see the provisions in Section 200.319 Competition in Tab A for specific requirements regarding competition).		
Provide a clear and definitive scope of work.		
Develop a cost analysis to demonstrate cost reasonableness for any contract or contract modification where price competition is lacking.		
Ensure opportunities for minority and women-owned businesses and firms whenever possible. Require prime contractors to utilize minority and women-owned businesses as scope allows per the provisions laid out in 2 CFR 200.		
Document the process and rationale the jurisdiction followed in making procurement decisions.		
The jurisdiction's legal counsel should conduct a review of the procurement process and any potential contracts to be awarded to ensure compliance with all federal, state, and local requirements.		
Establish procedures to address protests and disputes related to contract awards.		
Compile all documentation related to the procurement and file in a secure location that can be accessed for future review.		