

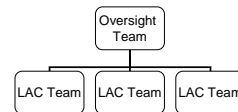
Local Assistance Center (LAC) Oversight Positions

Purchasing Representative Training

LAC Just-In-Time Training

Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



Purchasing Representative Position Description

- Guide
 - Advise the Oversight Team and LAC Team P-Card Holder on previously established County purchasing practices and policies. Even though this is in response to an emergency, existing procurement procedures must be followed.
 - Provide guidance on existing Blanket Purchase Agreements and options of entering into new agreement.
- Procurement
 - Coordinate with the Oversight Team Facilities Project Manager and Purchasing and Contracting to procure resources and services for LAC sites.
 - Review large requests requiring signature authority.

Purchasing Representative Position Description

- Document
 - Record and document all requests, bids (explanations of lack of bids), and purchases on the Emergency Purchases Log and Requisition Form.
 - Document exactly how prices paid were determined to be “fair and reasonable”.
 - Document and let the appropriate site people know of items requested for delivery or pick-up.

Quick Tips

- Check in with Oversight Manager
- Consult with the Procurement/Supply Unit at the EOC
- Oversee LAC Team P-Card Holders at each site
- Review guidelines for Emergency Requisition Form
- Review Purchasing Representative Checklist

Good Luck

- Remember, your actions and answers will help guide individual LAC sites and they need to be correct. If you don't know, please, ask.
- Thank you for your commitment.